

ARTS EDUCATION DIRECTOR

Organization: Rapid City Arts Council
Location: Education Complex, Dahl Arts Center, Rapid City, SD
Type of Position: Full Time, Salaried
Schedule: Evenings and some weekends as needed
Availability required Monday-Friday from 9am-5pm
Date Posted: 4/2/25
Apply By: 4/18/25

Looking for a career that enriches both your life and your community? Do you have a passion for the arts and a desire to make a difference? Join the Rapid City Arts Council, a community-driven institution with over 55 years of dedication to the arts in Rapid City and beyond. Since its inception in 1974, the Dahl Arts Center has been a cornerstone of our efforts, offering a diverse range of visual arts, performing arts, and educational programs accessible to individuals of all ages and backgrounds. As a non-profit 501 (c)(3) organization, we are committed to providing equal opportunities for career advancement and leadership development in the arts for all team members. Learn more about us at www.rapidcityartscouncil.org & www.thedahl.org.

The Rapid City Arts Council is seeking an energetic and visionary Education Director to lead the development and implementation of arts education programming at the Dahl Arts Center. This role is responsible for designing and overseeing diverse art educational programs that serve our unique cultural communities, ensuring high-quality arts experiences for all participants. The Education Director must have strong program development skills, guest service expertise, and knowledge of multiple art mediums. Additionally, this position requires excellent leadership, communication, and organizational skills to manage a team of staff, coordinate over a dozen programs with 20 contracted instructors, and collaborate with multiple community partners.

Primary Responsibilities – What You Will Do

Develop & Implement Arts Education Programming:

- Create, write, and implement engaging and inclusive arts education programs aligned with State and National Arts Education Standards (when applicable).
- Design programs that cater to all learning levels and integrate with scholastic fields and professional institutions.
- Plan and organize a diverse range of educational opportunities, including classes, workshops, summer camps, afterschool programs, and community events.

Community Engagement & Partnerships:

- Effectively collaborate with schools, social agencies, and community organizations to develop unique programming and expand arts education outreach.
- Support and maintain current partnerships while actively seeking new relationships that advance arts education in the community.
- Work with community stakeholders to ensure culturally responsive programming and make sure that RCAC meets the needs of diverse learners.

Program Supervision & Leadership:

- Oversee the implementation of all education programming, policies, and scheduling.
- Directly supervise the Education Coordinator/Assistant and 20+ contracted art instructors, ensuring program quality and instructor support.
- Oversee the volunteer coordinator and programming.
- Provide mentorship and professional development opportunities for teaching artists and volunteers.

- Actively participate in programming as necessary teaching, conducting tours, attending receptions, and leading public engagement initiatives.

Exhibition & Arts Integration:

- Work closely with the Curator to integrate exhibition themes into education programming and serve on the Exhibit Committee.
- Assist in curating and managing student exhibitions.

Marketing & Outreach:

- Collaborate with marketing staff to promote educational programming through social media, digital platforms, and community engagement.
- Ensure effective communication and visibility of programs to attract students, educators, and community members.
- Compile and publicize digital resources for students, teachers, and families.

Evaluation & Financial Management:

- Collect data-driven outcomes to evaluate and measure program effectiveness, accessibility, and impact.
- Monitor department finances, assist in budget preparation, and oversee financial planning for education programs.
- Work with the Executive Director to promote and distribute scholarships to increase program accessibility.

Instructor Management:

- Recruit, train, and manage instructors ensuring they align with the mission and values of the Rapid City Arts Council.
- Develop strategies for volunteer engagement and professional development for teaching artists.

Flexible Schedule & Additional Duties:

- This is a full-time, salaried position requiring some evenings and weekends to accommodate educational programming, special events, and community outreach.
- Additional responsibilities as assigned by the Executive Director to support the overall mission of the Education Department.

The ideal Candidate for this position will have:

Education & Professional Background:

- Bachelor's degree in Art Education, Fine Arts, Museum Studies, Arts Administration, or a related field (Master's degree in Curriculum or Art is preferred).
- Minimum of 3-5 years of experience in arts education, curriculum development, or program management.
- Experience working in a museum, arts center, school, or nonprofit organization focused on community arts education.

Skills & Experience:

- Proven experience in developing, implementing, and evaluating educational programs in the arts.
- Strong leadership and management skills, including the ability to supervise staff and contracted instructors.
- Knowledge of multiple art mediums and hands-on experience with art-making processes.
- Excellent communication and collaboration skills for engaging with diverse community partners, schools, and artists.
- Ability to create inclusive programs that address the cultural needs of the community.
- Experience with budgeting, grant writing, and fundraising for arts education initiatives.

- Proficiency in event planning, scheduling, and public engagement for educational programming.
- Strong understanding of educational standards, including National and South Dakota State Art Standards.

Abilities:

- Use computers, various software programs, online resources, and related technology efficiently and competently.
- Learn new software programs quickly.
- Work closely with all team members.
- Organize, prioritize and multitask effectively.
- Interact with the public in a friendly and professional manner.
- Solve problems and work independently.
- Pay attention to details and handle administrative duties efficiently and accurately.
- Bend, stoop, climb, reach, push, pull, stand and walk for prolonged periods in servicing educational facilities.
- Lift up to 25 pounds, including art supplies and furniture.

Not sure if you qualify? We encourage you to apply for a role with RCAC even if you do not meet 100% of the qualifications.

Working Environment/Physical Activities:

The workplace setting for this role is indoors at a public art center, encompassing various areas such as classrooms, lobbies, art studios, galleries, and offices. The nature of the role entails periods of seated work, primarily involving computer tasks such as keyboarding and screen viewing. The work may involve using cleaning products and spot cleaning floors and restrooms. Exposure to art materials and dust is common. Frequent interruptions occur amidst foot traffic. There is noise from classes and events. Interaction with children and the public is constant. Staff are expected to serve people of all ages, abilities, races, genders, and preferences with respect.

Schedule:

Education Director shifts may be scheduled Monday-Friday between 9am-5pm. Schedule is flexible for the right candidate.

Compensation:

This is a **full-time, salaried position** that requires a flexible schedule, including some evenings and weekends, to accommodate programs, events, and community engagements. Salary is **commensurate with experience** and includes benefits.

Benefits:

- Flexible schedule
- Company holidays
- Discounts on RCAC art classes and events
- Complimentary Tickets to RCAC concerts and events
- Downtown location with dedicated employee parking
- Supplemental and dental insurance
- Sick and paid time off
- Vacation Benefits

Equal Employment Opportunity:

Rapid City Arts Council is an equal opportunity employer, providing a professional and positive work environment for all employees.

Background Check:

Yes, conducted after a conditional job offer. RCAC is a Fair Chance Employer.

Application:

This role will require an in-person interview. Interested candidates are encouraged to apply before April 18, 2025. Our desire is to hire a candidate as soon as possible. Qualified candidates will be contacted for an interview. **No calls please.**

Apply via Indeed or send a cover letter and resume to admin@thedahl.org with "Arts Education Director" in the subject line.