

EDUCATION MANAGER

TITLE:	Education Manager
REPORTS TO:	Education Director
STATUS:	Ongoing, Regular Full-Time Non-Exempt Employee
SCHEDULE:	An average of 40 hours per week
COMPENSATION:	\$25/hour
START DATE:	5/22/2025
REVIEW:	Oral review at first 6 months/ Annual written review yearly in December.

About The Steel Yard: The Steel Yard is an award-winning industrial arts center, a manufacturer of custom fine and functional public art, a craft school, shared studio, and Providence's most unique private outdoor venue.

Our Mission: The Steel Yard's historic campus is a platform for professional artists, makers and the community to practice and learn the industrial arts. The organization fosters creative and economic opportunities, by providing workspace, tools, training and education, while forging lasting links to a local tradition of craftsmanship.

Diversity, Equity, Inclusion and Anti-racism: The Steel Yard is committed to diversity and inclusion. It is the policy of the Steel Yard that there shall be no discrimination with respect to the hiring of employees because of race, color, sexual orientation, religion, national origin, gender, age, physical limitations, or military status. You can learn more about [DEI at The Steel Yard here](#).

About Education Programs at The Steel Yard: The Steel Yard's Open Enrollment Courses foster a safe and creative educational environment that acts as a vehicle for students to connect with the creative maker within themselves. Classes are taught by professional craftspeople and artists, who facilitate a creative curriculum that instills students with practical skills that can be used in an artistic and/or functional way.

Open Enrollment courses serve a diverse group of students and community members as they experience welding, blacksmithing, jewelry, ceramics, and foundry. Open Enrollment classes fulfill The Steel Yard's mission by providing access to tools and studio space, while generating income, and cultivating and maintaining relationships with students.

The Education Manager supports The Steel Yard's Education Programs by ensuring the everyday functioning of courses and improving the student experience in collaboration with the Education Director and Studio Department. They are a key member of The Steel Yard staff & must be enthusiastic and creative in course development and enrollment growth. The Education Manager will consider developing new courses or modifying existing courses to reflect feedback from instructors and students.

Education Manager Role and Responsibilities:

- Maintain current excellence in programming, keeping up to date with best practices and education offerings at peer organizations and industry trends, while growing and expanding studio access opportunities and equity.
- Work with instructors to define, schedule, and establish budgets for each Open Enrollment course.
- Facilitate course registrations, & cancellations.
- Market educational opportunities in coordination with the Communications department.
- Check in with the Studio department about inventory and order course-specific materials in advance of classes, ensuring studios are appropriately prepared for courses.
- Enter data from student and instructor surveys, and assist the Education Director in data analysis, identifying areas for improvement based on enrollment trends, marketing, and student and instructor feedback.
- Track demographic data from students and make program suggestions to ensure that the program aligns with equity goals.

- Respond to shifting program needs, year round, including, but not limited to support of summer programming and educational partnerships.
- Assist Studio Staff in communicating shop and curriculum standards based on instructor feedback, and ensuring that studios are ready for classes.
- Support the Education Director in the recruitment, hiring, and contracting of Instructors.
- Engage in community outreach on behalf of the Education Department.
- Regularly attend staff meetings, and occasional Board Meetings when requested.
- Participate in The Steel Yard's fundraising events and initiatives.
- Attend organizational planning meetings when requested by the Executive Director.

Job Requirements:

- Fluency in Google Suite
- Experience qualitative/quantitative data analysis
- Understanding and experience in arts education, including but not limited to curriculum & syllabi development, first-hand teaching experience, and theories of learning.
- Ability to effectively work with a diverse group of people with care, patience, and integrity.

Ideal Candidate Qualities:

- Strong organizational abilities.
- A creative problem solver, who is able to receive, give, and incorporate feedback.
- Understanding of multiple departments in which courses are offered at The Steel Yard (i.e, Ceramics, Welding, Blacksmithing, Jewelry & Metalsmithing, Foundry).
- Culturally competent, thoughtful, and possesses humility and the desire to learn.
- Artistic practice and/or inquiry.

Reporting Structure

Reports to the Education Director and, as requested, to the Executive Director.

Benefits

- Complimentary access to community studios while employed at The Steel Yard.
- Additional Educational benefits as outlined in the personnel policies.
- PTO days proportional to hours worked as outlined in the personal policies.

To Apply

Please submit a cover letter, resume, and two professional references in an email to adam@thesteelyard.org, with the subject line "Education Manager Application." Applications must be submitted by **5PM EST on April 7th, 2025**. Any application submitted after this date is not guaranteed to be reviewed by the selection committee.