



Estuary Arts Centre Charitable Trust

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Our Vision Statement

The Vision of the Estuary Arts Centre is to be an engaged, sustainable, progressive, World-Class, accessible to all Arts organisation

Our Mission Statement

- Provide and maintain appropriate resources to achieve our goals and our Vision
- Provide Education opportunities at all levels
- Deliver Exhibitions that challenge, inspire and stimulate thought and dialogue
- Ensure Leadership that connects well with Stakeholders and Community, maintaining good process, policy and people practices

Job Description for:	Community Art Education Administrator
Key performance Areas	Performance Indicators
1. Plan and deliver a variety of art education programmes that meet and develop the art needs of the wider community in which EAC is situated.	Each school term organise a minimum of 4 after school and 8 school holiday programmes for children. Each term organise a minimum of at least 10 art programmes for adults during the day, evening or weekends.
2. Develop and deliver an outreach strategy that connects and engages with the community and raises the profile of the EAC	A minimum of once a term arrange an activity (workshop, talk, open day) to promote the arts to the wider and diverse community within which EAC is situated
3. Develop an annual framework for the delivery of art educational programmes and outreach including marketing strategies.	Produce by December 31 an annual framework for the coming year which includes proposed classes, workshops, talks and the marketing strategy to implement this. Revise the annual framework at end of each term in consultation with EAC manager.
4. Produce marketing materials for art programmes, workshops and events.	Maintain on a monthly basis the EAC website with current and future classes, workshops and educational events. At least 6 weeks before start of an art programme or event produce materials to advertise and detail event. Distribute materials both electronically and hard copy (brochures, posters etc.) and ensure wide coverage (art shops, local school, libraries, newspapers, social media.).
5. Maintain excellent working relationships with art tutors to ensure quality programmes.	Communicate regularly with tutors (minimum of once a month) to ensure materials, equipment and space are meeting student and tutor needs. Source and purchase materials and equipment tutors require and is within budget.

6. Ensure art tutor profiles and website pertaining to art education is up to date.	Once a term check tutor profiles and website for accuracy and update with tutor and student art works and information.
7. Source prospective tutors to ensure the EAC arts programme is meeting the ongoing needs of students.	Introduce at least two new tutors or speakers to the EAC programme each year.
8. Develop evaluation systems for educational programmes and events and use the gathered data to ensure EAC programmes are delivering to the needs and expectations of the community.	Ensure each programme that is offered through EAC is evaluated at least once a year.
9. Establish and maintain the education programme budget in consultation with the EAC manager.	Check and maintain weekly the education budgets within the Xero Accounting systems. Meet with the EAC manager monthly to discuss budget performance.
10. Develop relationships with schools and other education and care providers, to encourage visits to the EAC and participation in specific art programmes.	Create opportunities at least once a year to meet with teachers and care providers. Develop programmes to meet the specific needs of these groups.
11. Investigate, develop and implement an online learning programme for EAC in consultation with EAC manager and/or specific trust members.	By the end of the year have implemented at least one online art programme which develops the skills of the participants.
12. Develop and assess Health and Safety policies and procedures, to ensure the safety of both tutors, students and visitors	At least once a term observe classes and meet with tutors to ensure the Health and Safety procedures are being met. Consult with EAC manager on the adequacy of the H and S policies and procedures at 6 monthly intervals. Demonstrate through own actions a commitment to H and S at work.