



Zygote Press Arts Education Specialist

Three-quarter time position - 30 hrs./week

Start Date: As soon as possible

Organizational Mission: Zygote Press is an established, nonprofit community printmaking studio, gallery, archive, and education center that supports artists through residency programs, studio access, and artistic development in a collaborative environment open to all. For 26 years Zygote Press has been Cleveland's leading printmaking organization, and a premier arts nonprofit institution, offering residencies, exhibitions, educational programming, and an affordable studio for practicing artists. Printmaking brings the creativity, expertise, and labor of multiple individuals together in the making of a reproducible image. Our community-centric printmaking philosophy is at the core of our mission, driving the framework for our artistic and civic reach.

Brief Position Description: The Arts Education Specialist works in collaboration with the Sr. Programming Manager and the Executive Director to design, market, and implement arts and culture, community-responsive programming. They also act as the lead community arts education liaison, cultivating and maintaining partnerships with key organizations.

Responsibilities:

- Work in partnership with program staff in all areas: Residencies, Exhibitions, Art Sales, Studio Management, Membership, Marketing, Development, Adult and Youth Education, and Grants Management. Work responsibilities require occasional availability on weekends and evenings, and the ability to travel to program sites in the greater Cleveland area.
- Work with Zygote's community partners, to identify barriers and opportunities, and to align strategies and develop programs.
- Proactively steward existing and potential partner organizations to identify opportunities for collaborative programming.
- Serve as the institutional liaison for community outreach initiatives, programs, and strategy.
- Develop and manage partnership agreements with collaborative organizations.
- Build tailor-made educational and public engagement arts programming proposals, including budget analysis and planning.
- Support Zygote's arts programming by representing Zygote at off-site and on-site public programming events.
- Support and develop Zygote's multi-level membership programs.
- Support Zygote's internship and volunteer programs.

- Develop, deploy, maintain, and evaluate social media and marketing materials as related to Zygote's educational programming.

Qualifications:

- A bachelor's degree and three to five years of experience designing and implementing arts and culture programs in cultural, educational, community, corporate, or other related organizations. *Consideration will be given to candidates without a formal degree who have extensive experience.*
- Experience collaborating as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural and social backgrounds, and from underrepresented communities.
- Understanding social media platforms and metrics.
- Experience in developing arts-based programs with communities, youth, arts education or presenting arts organizations.
- Strong communication, presentation, analytical, and budgetary skills.
- Strong planning and organizational skills.
- Ability to deliver information to a variety of audiences.
- A demonstrated passion for and commitment to diversity, equity, and inclusion across all areas of work.
- Proficient with Google Workspace and MS Office, Adobe Suite software, Photoshop, Illustrator.
- Ability to work in a fast-paced environment and prioritize work to consistently meet deadlines.

Preferred Qualifications:

- Experience working as an artist/creative, or with artists/creatives.
- Knowledge of Little Green Light Donor Management software, Video Editing software, and Squarespace are a plus.
- A strong understanding of Greater Cleveland's creative sector.
- Basic understanding of fine art printmaking

PAY AND BENEFITS:

Based on the candidate's experience and level of expertise, the estimated annual salary for this position may be anywhere between \$33,000 and \$40,000. Additionally, Zygote Press offers a health expense stipend, 10 days vacation, 12 paid floating holidays, and full access to the studio facilities.

Note: Hours worked will be a combination of remote and onsite. Each member of the staff receives a work laptop. Zygote Press requires all employees to be fully vaccinated against COVID-19 and provide valid proof of vaccination unless a documented medical or religious exemption is approved. All information provided is kept strictly confidential.

Application Process:

Interested candidates should submit a cover letter, resume or CV, and the names of three references by January 14, 2023 to jfeldman@zygotepress.org. Search will stay open until the position is filled.

Zygote's commitment to Diversity, Equity and Inclusion:

Zygote Press is actively working to address inequities at the board, staff and community level. Print, as an art form, has historically been at the center of radical social and political change. In that spirit and with our commitment to the preservation of printmaking, Zygote is creating a culture that lifts up diverse voices and experiences of artists in our community, members of our team, and board members that support the organization. We strongly encourage and welcome applicants from under-represented communities to join our team.