



Title: Education and Program Manager

Reports to: Executive Director

Status: Salaried, Full time

The Mission of the Oregon Society of Artists (OSA) is to promote the visual arts in the diverse communities of our region, with educational and exhibition opportunities for artists at all levels of accomplishment.

Summary: Support the OSA Team and Board to ensure overall goals and objectives are achieved.
Reasonable Accommodations: To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Work with OSA instructors in the coordination of classes, managing times and classroom space
- Work with the Workshop Committee (WC) in workshop scheduling
- Work with workshop instructors and the WC on contract negotiations
- Work with the Gallery director in Show coordination
- Post all workshops and classes on the website registration portals
- Schedule and facilitate artist demonstrations
- Schedule events
- Create each term's course catalog
- Collaborate with Communications manager on social media and OSAgallery.org
- Manage CRM platform
- Track programs enrollment

Secondary Functions:

- Assist Members with workshops and classes registration
- Maintain member information in the Customer Relationship Management (CRM) database.
- Update Gallery show prospectuses for each exhibit
- Assist members with exhibit entry process
- Assist with 1st Thursday Gallery openings
- Weekly registration updates to membership & workshop committees
- Other related duties which may be necessary or desirable to support OSA's success.

Supervisory Responsibilities:

This position supervises the instructors, provides leadership and guidance to the administrative assistant and to volunteers.

Necessary Knowledge, Skills and Abilities:

Knowledge of Microsoft Office Suite

Proficiency of Adobe products

Knowledge of information management systems, can adapt quickly to system changes and updates

Skilled in personal and professional organization and attention to detail

Skilled in high level, professional customer service

Skilled in professional communication including verbal, written and telephone

Ability to work independently

Ability to work effectively with a diverse cross section of people

Ability to perform consistently in a fast-paced, multitask environment with frequent interruptions

Physical Demands / Work Environment:

Majority of work is completed in the quiet of the art gallery. May need to lift and/or carry objects up to 25 pounds.

OSA believes that each employee is a member of a team that makes a significant contribution to our overall success.

OSA is committed to providing an inclusive and welcoming environment for all members, students, staff, volunteers, and visitors. This organization does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation, in any of its activities or operations.