

**Studio Programs Manager**  
**Learning & Engagement Department**  
***Updated Feb 26, 2025***

**Organization**

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world. The Museum's Learning & Engagement (L &E) Department provides a foundation to allow the Museum to maintain and build on its commitment to providing high-quality, inclusive, and innovative arts educational programming, exhibitions, and cultural engagement opportunities for all the WNC region, including residents of all ages and our area's many visitors.

**Position Description**

The Studio Programs Manager is responsible for leading the planning, development, and delivery of on-site and off-site, hands-on programming for children, teens, adults, and families. The Studio Programs Manager organizes and sometimes leads a variety of programs throughout the year, including summer and winter break art camps, adult studio classes, afterschool and outreach programs, preschool programming, and storytime & art at public libraries. This position develops studio artmaking experiences for a variety of student and teacher programs: pre-K-12 student tours, teacher professional development, educator's night out, college student night out, as well as Makerspaces (public drop in art activities) and Connections programs (for adults with mild memory loss). The Studio Programs Manager also oversees Art PLAYce, the Museum's intergenerational creative space. The Studio Programs Manager reports to the Head of Learning & Engagement.

**Primary Responsibilities / Essential Functions**

- Responsible for all aspects of summer and winter break art camps. This includes contracting and corresponding with the teaching artists who lead the weekly sessions, schedule-creation, writing program copy, overseeing and scheduling camp interns, overseeing and maintaining registrations, providing clear communication with staff, parents, and guardians, ordering and organizing art supplies, monitoring budgets, documenting data, and completing evaluations.
- Design and incorporate studio art-making components into select pre-K-12 student tours, including the Literacy Through Art (LTA) and More Than Math tours. Receive support from the School & Teacher Programs Associate as needed for planning and logistics.

- Teach and oversee all school tour art activities in the Studio with help as needed from Volunteer Educators and/or School & Teacher Programs Associate.
- Plan, manage, and facilitate all logistics for adult studio classes, including recruiting and hiring teaching artists, preparing and processing contracts, writing program copy, overseeing and maintaining registrations, providing clear communication with enrolled students, and ordering art supplies. Ensure adult Studio programs generally relate to and support the Museum's Collection and special exhibitions.
- Develop and teach the studio component of after-school programs for middle and high school students with assistance from L& E team as needed.
- Develop, deliver, and oversee the storytime & art program held at select public libraries.
- Develop, manage, and maintain art installations, interactives, art books, and supplies for the Wells Fargo ArtPLAYce.
- Archive art-making lesson examples for School & Teacher and Youth and Family programming.
- On an ongoing basis, record Studio program attendance, evaluations, statistics, and additional data for grant reporting.
- Provide timely, accurate Studio program information to the Communications team ensuring successful website, social media, and newsletter promotion to build audience awareness and participation.
- Assist the Head of L & E with Volunteer Educator training and continuing education.
- In collaboration with the L & E team, help develop family guides for the Museum's Collection and special exhibitions.
- Working closely with the L & E team, contribute descriptions of studio programming for grant applications, as needed.
- Assist Museum staff with programs and events as needed, including exhibition openings, membership events, and the Museum Gala.
- Contribute to new initiatives for Studio and Youth & Family programs as determined by the Head of Learning and Engagement.

## Special Requirements

The Studio Programs Manager is a year-round, full-time position with benefits. This position's schedule requires a flexible weekly schedule to accommodate some weekend and/or evening programming. Annual compensation includes a salary of \$40,000 plus paid time off, health insurance, and retirement benefits after the required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, lift up to 40 pounds, handle tools or controls, use close vision, tolerate moderate noise levels, and travel periodically for programs and Museum business.

## Education and Experience

Undergraduate degree in studio art, art education, museum studies, art history, education, or related field, as well as a working knowledge of studio materials and instructional methods, art education theory, and curriculum design are required; 3+ years' experience in program planning/management or teaching are preferred. Fluency in a second language (esp. Spanish) and/or American Sign Language, teaching certification and/or familiarity with NC Standard Course of Study, and/or interest/experience working with people with disabilities, are a plus. Candidate should be comfortable working in MS Office (i.e. Word, Excel, and Publisher), as well as with public speaking, working with multiple age levels, and multitasking. Working knowledge of WordPress is a plus.

To apply, please send cover letter and resume with references to [careers@ashevilleart.org](mailto:careers@ashevilleart.org) with "Studio Programs Manager" in the subject line.

Duties, responsibilities, and activities may change at any time with or without notice.

## Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.