



LAKE CITY **ArtFields**  
**COLLECTIVE**

**JOB TITLE:** ArtFields Jr. Education Coordinator

**TYPE:** Full Time Exempt | Salary Commensurate with Experience

**JOB SUMMARY**

The ArtFields Jr. Youth Coordinator should demonstrate experience in the arts and working with children and teens. ArtFields Jr. serves children grades 5K-12th. We are looking for someone with experience managing art-based learning activities, materials organization, lesson planning and working with diverse audiences. The ideal candidate has the ability to create a safe space for children to be creative and feel empowered.

**JOB DUTIES**

- Develop K-12 curriculum related to year-round gallery exhibitions and public art;
- Organize and facilitate youth field trips, summer camps, and other learning experiences related to the programs of the Lake City ArtFields Collective;
- Lead expansion of ArtFields Jr. Art Competition including, but not limited to, regional shows, traveling shows, and event-based programming;
- Deliver art-based outreach to local schools and youth organizations;
- Recruit year-round field trips to Lake City for an art-based learning experience;
- Manage ArtMakers, a year-round hands-on art education class for grades 1-6;
- Utilize volunteers to enhance programming efforts;
- Assist with curation and installation of ArtFields Jr. artwork during the ArtFields event;
- Ensure that all art materials and supplies are available when needed and order additional materials as needed;
- Review ArtFields Jr. artist submissions to ensure that they meet the guidelines of the organization;
- Assist with creating and maintaining relationships with galleries, museums, schools, and other art-related organizations to develop new opportunities for young artists.

## **QUALIFICATIONS**

- Bachelor's Degree or higher from an accredited college or university;
- Classroom or nontraditional educational experience;
- Strong cultural competency skills;
- Passion and love for working with children;
- Strong self-management skills;
- Able to work flexible hours during the week and some weekends;
- Technical art skills, curation, and art installation experience preferred;
- Familiar with Microsoft Office and Adobe Creative Suite;
- Must be able to create schedules, keep timelines, and meet multiple deadlines;
- Valid driver's license with acceptable driving record as travel may be required.

## **ABOUT THE ARTFIELDS COLLECTIVE**

- The Lake City ArtFields Collective is a community arts organization whose programs include an annual flagship event, ArtFields, 3 fine art galleries (Jones-Carter Gallery, TRAX Visual Art Center, and Crossroads Gallery), youth arts opportunities, a robust public art program and much more. At the tenth anniversary of the ArtFields event in 2022, they announced a strategic plan that includes enhancing their current offerings and adding studio spaces and developing an artist in residence program. The ArtFields Collective is part of the 501 ( c ) ( 3 ) nonprofit Lake City Creative Alliance. Learn more at [www.artfieldssc.org](http://www.artfieldssc.org).