



Position Title: Creative Education Manager
Pay and hours: \$17/hour, 35 hours per week
Benefits: Paid time off, paid holidays, staff discount, and paid professional development opportunities
Position Reports to: Executive Director

About Pittsburgh Center for Creative Reuse

The mission of Pittsburgh Center for Creative Reuse is to inspire creativity, conservation, and community engagement through reuse. We operate a non-traditional art supply shop located at the intersection of Wilkinsburg, Homewood, and Point Breeze, where people can donate used art and craft supplies, as well as shop for these unique items all in the same location. We facilitate hands-on creative programming that educates the public about the benefits of reuse for the environment, community, and self. We see reuse as a vehicle for boosting self-confidence, learning new skills, and creating opportunity for all.

Position Summary

Reporting to the Executive Director, the Creative Education Manager is responsible for managing all aspects of our creative education programming. The Creative Education Manager works closely with the Creative Reuse leadership team, Creative Education Assistant, Teaching Artists, volunteers, and interns to fulfill our mission.

Duties and Responsibilities

- Design and improve our education programs to inspire creativity, conservation, and community engagement
- Recruit, train, schedule, and supervise Creative Education staff, Teaching Artists, volunteers, and interns to assist with programs and program administration
- Identify partnerships and build strong relationships with potential partner organizations and collaborators
- Work for increased inclusion, accessibility, equity, and engagement with our community
- Contribute to organizational leadership
- Collaborate on identifying and applying to grant opportunities
- Serve as the main point of contact for organizations with whom we conduct education programs
- Respond to inquiries and schedule programs
- Represent Creative Reuse at community events
- Facilitate creative education programs
- Maintain detailed records of our programs
- Track invoice requests for program fees
- Manage budget for payment of Teaching Artists
- Develop and maintain program evaluation systems
- Manage the maintenance of program supplies and supply budget
- Manage the creation and maintenance of education-related info and promo materials for print and the web
- Assist with fundraising efforts and event planning
- Assist with maintenance tasks to keep our facility clean

Knowledge, Skills, and Qualifications

- Passion for our mission of inspiring creativity, conservation, and community engagement through reuse
- Belief in the value of creativity and the arts
- Experience and skills in art-making and traditional crafts
- At least 3 years of combined professional experience in education and art
- Bachelor's degree or equivalent required in art, education, or related field
- Experience in facilitating activities and discussions in classroom or similar settings
- Experience with administration and volunteer management a plus
- Must have or be able to obtain state and federal clearances for working with children
- Must be comfortable and effective at talking to groups of people of all ages
- Professional manner, excellent people and networking skills, and proven ability in relationship-building
- Passion for effectively working with people of diverse races, ages, ethnicities, cultures, sexual and gender identities, and abilities
- Passionate about intersectionality, social and racial justice, and equity
- Commitment to respectful communication, collaboration, inclusion, and consensus-building
- Excellent organizational skills
- Impeccable writing, editing, and verbal communication skills
- Ability to work independently and take initiative
- Strong attention to detail and follow-through
- Experience with social media such as Facebook, Twitter, YouTube, Instagram, and Pinterest
- Proficiency with WordPress, Microsoft Suite, Dropbox, Salesforce, and Google Drive, or willingness to learn
- Comfort using design software or willingness to learn
- Must have a valid driver's license, good driving record, and be able to lift 50 pounds
- Must be available and willing to work weekends and evenings

To Apply

Creative Reuse is for everyone. We are deeply committed to equity and inclusion. It's important to us that our volunteers, board, and staff reflect the diversity of our community. Pittsburgh Center for Creative Reuse is an equal opportunity employer and encourages all qualified persons of any race, color, ethnicity, national origin or ancestry, sex, gender identity, gender expression, sexual orientation, veteran status, marital status, physical characteristics and abilities, economic and social status, religion, and age to apply.

Please email your resume, cover letter, and three references to Nora Gilchrist at programs@pccr.org. In your cover letter, please let us know if you've interacted with Creative Reuse in the past, why you're interested in this position, and how your skills and passions intersect with our mission and programs.

Timeline (exact dates for interviews through training period subject to change):

April 30 - applications due

May 1-14 - interviews

May 15 - chosen applicant notified

June 1-15 - training period