



Education & Community Outreach Manager

Location: Perkinson Center for the Arts & Education – Chester, VA

Employment Type: Full-Time

Reports To: Executive Director

www.perkinsoncenter.org

The Perkinson Center for the Arts and Education seeks qualified candidates for the position of Education & Community Outreach Manager.

About the Perkinson Center

The Perkinson Center for the Arts and Education is a performing and visual arts center that provides and promotes cultural arts opportunities within our community. Managed by the Chesterfield Cultural Arts Foundation, the Perkinson Center seeks to improve lives and expand horizons by providing an inclusive, equitable, and welcoming space where all members of our community are encouraged to create, explore, and access cultural arts. The Perkinson Center changes lives for the better by bringing cultural arts and community together – bringing the power of art to all.

This is achieved by partnering with the communities we serve; presenting and supporting diverse artists and performers; creating an inclusive center for education, community events and art discovery, and offering accessible, equitable and affordable programming. The Perkinson Center features a variety of artists and performers from across the Commonwealth and the country and is home to two resident theater companies. In addition, classes will be conducted in a variety of art disciplines such as dance, music, theater, and visual education. The venue is also a world-class location for special event rentals.

Position Summary

The Education & Community Outreach Manager is responsible for planning, implementing, and growing the Perkinson Center's education and community engagement programs. Working closely with staff, teaching artists, schools, and community partners, this position oversees educational programming, manages instructors and volunteers, coordinates program operations, and fosters partnerships that expand access to the arts throughout our region.

Essential Responsibilities

- Develop and manage engaging arts education programs (classes, workshop, lectures, camps etc.) for youth and adults.
- Build and maintain partnerships with schools, educators, community organizations, and local arts partners.
- Recruit, coordinate, and support teaching artists, instructors, and volunteers.
- Oversee program logistics, including scheduling, registration, communications, and event coordination.
- Collaborate with the team, board and partners to promote classes, workshops, camps, and educational events.
- Monitor program participation, evaluate outcomes, and use data to improve program quality and impact.
- Assist with program budgets, grant reporting, and funding initiatives that support educational programming.
- Ensure programs operate in accordance with organizational policies and best practices, including youth safety standards.
- Represent the Perkinson Center at community events and help expand educational outreach to new audiences.
- Collaborate with staff across departments to support the Center's mission and strategic goals.

Qualifications

- Bachelor's degree in arts administration, arts education, education, or a related field preferred, or an equivalent combination of education and experience.
- Minimum of 3–5 years of experience in arts education, community engagement, nonprofit programming, or a related field.
- Experience developing, coordinating, or teaching educational programs for youth and adult audiences.
- Demonstrated knowledge of a variety of artistic disciplines, including visual arts, music, theatre, dance, or multidisciplinary arts programming.
- Strong organizational, project management, and communication skills, with the ability to manage multiple priorities and build relationships with schools, community partners, artists, and volunteers.
- Proficiency with Microsoft Office and experience with program evaluation, reporting, and basic budget management.
- Ability to work independently in a collaborative team environment, with flexibility to work occasional evenings and weekends.

Hours

The unique and exciting nature of an arts venue will require that the Education & Community Outreach Manager to be an exempt employee and must be available to work a flexible schedule that will often include evening and weekend hours to accommodate Board meetings, evening performances, and functions.

Compensation and Benefits

Salary: \$50,000 (This is an exempt position.)

The successful candidate will have access to a benefits package to include:

- Employer contribution to healthcare: \$375 per pay; 24 times per year'
- Employer contribution to retirement: 5% of wages starting at 6-month anniversary
- Leave accrual at 7 hours per pay period

Application Process

Interested applicants should submit a resume with cover letter addressed to:

Perkinson Center for the Arts and Education

ATTN: Chelsea Buyalos, Executive Director

11810 Centre St.

Chester, VA 23831

Electronic responses are required and should be directed to jobs@perkinsoncenter.org.

No calls please.

The Perkinson Center for the Arts and Education is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities which do not prevent performance of essential job tasks. The Perkinson Center for the Arts and Education is committed to recruiting, supporting and fostering an equitable, diverse and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.