



Call for applications

Education Manager

Part-time

Starting Monday 3 July 2017

Application deadline: Friday 16 June 2017

Notification of acceptance: 26 June 2017

About

Beirut Art Center is seeking to hire an Education and Outreach Manager for a part time position. The Education and Outreach Manager is responsible for the development and implementation of the Education and Outreach program that aligns with the over all vision of Beirut Art Center and works directly with the director. He/she must be based in Beirut.

Responsibilities:

- The education and outreach manager is responsible for developing partnerships with schools, universities, municipalities and community centers within and outside Beirut
- Organize and provide discussion-based exhibition tours and working sessions with children and teachers.
- Conceptualize and organize workshops for children, adults and specialized audiences and coordinate with the communications manager on promoting them
- Raising funds for the education program
- Research, develop and produce documentation for teachers around each exhibition in coordination with the curators and the team.
- Report to the assistant director on the educational activities related to each exhibition addressing all aspects related to the program: documentation, visits, workshops and other activities
- Submit a full summary of the visits after each exhibition to the assistant director.

Required Skills:

- Good knowledge of art and art education
- Analytical and creative thinking
- Excellent communication skills
- Excellent research skills
- Ability to deal with children and young adults and to adapt to the publics' various interests and levels of familiarity with contemporary art.
- Fluent in Arabic and English (French is a plus) with good English writing skills. Good knowledge of Arabic is a good plus.
- Computer skills: Office suite, InDesign, Illustrator and Photoshop.

To Apply

Send your resumé (in English) with a cover letter to dimahamadeh@beirutartcenter.org

The selected candidate should be available for a training period from 27 to 30 June 2017.