

Director of Continuing Education for the Academy of Arts

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community includes the Cranbrook Academy of Art, Cranbrook Art Museum, Cranbrook Institute of Science, Cranbrook Schools, Cranbrook Center for Collections and Research, Cranbrook Horizons-Upward Bound, and Cranbrook House & Gardens. Located in Bloomfield Hills, Michigan, twenty miles north of downtown Detroit, Cranbrook's 319-acre campus is a National Historic Landmark District that welcomes tens of thousands of visitors each year to the Museum, Institute, and three historic houses. Cranbrook is also home to more than 150 graduate Academy students and 1,600 students in grades pre-K through 12 attending Cranbrook Schools. For more, please visit our website: www.cranbrook.edu

The **Director of Continuing Education for the Academy of Art** is responsible for providing leadership and management for the planning, development, delivery, and evaluation of the Academy's art and design courses for adults, both on-site and on-line classes. Reflecting the diverse range of art, craft, and design programs at the Academy, the Director will develop educational offerings and learning experiences for a range of enrollees. These programs will expand revenue opportunities for the Academy and drive engagement with new audiences.

Responsibilities include, but are not limited to:

- Plan, create, promote, coordinate, and evaluate high quality, sustainable, growth-oriented art, craft, and design continuing education programs that generate net positive revenues and widen the Academy's audiences.
- Provide creative vision to develop adult extension programs utilizing a variety of platforms including live Zoom sessions, asynchronous learning, and in-person courses.
- Plan and develop business relationships to represent and promote workshops or other continuing education programs and work with the Academy's communication team to actively participate in social media platforms to inform and promote these programs.
- Supervise the operational aspects of the Academy art, craft and design continuing education courses conducted on- and off- campus including hiring, onboarding, and managing instructors in collaboration with CEC Human Resources
- Develop and implement continuing education offerings, community engagement courses, and events through leveraging the Academy's physical spaces, field-wide reputation, and pedagogical ingenuity.
- Assist the development team in creating comprehensive grant proposals/applications for continuing education programs to include budget preparation, statement of work, memorandums of understanding, letters of support, record keeping, evaluation, and required reports.
- Hire, train, supervise, evaluate, and lead the program staff ensuring consistent communication of process and expectations to staff members.
- Lead instructors, course developers, and subject matter experts to develop innovative, intensive courses and programs of varying lengths.
- Other duties as assigned.

Requirements:

- The ideal candidate will have at least 5 years of related experience developing and managing continuing education programs at a community college, university, or other education institution
- A broad knowledge of art and design education practices
- A Master's Degree or equivalent combination of education and professional experience
- Must possess an entrepreneurial spirit with vision to develop self-sustaining programs

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter (**please note that a fully completed employment application is required for consideration**): www.cranbrook.edu/employment