



Job Title: Director of The DRAW

Location: The DRAW, 20 Cedar Street, Kingston, NY

About MKAD and The DRAW

MKAD's mission is to provide access and support for the arts to advance, engage, unite, and enrich a vibrant community in Midtown Kingston. The DRAW (Department of Regional Art Workers) is the arts education hub of the Midtown Kingston Arts District (MKAD), serving as a creative engine for youth and adult learners alike. Through hands-on programming, mentorship, and community engagement, The DRAW creates accessible entry points into the arts while cultivating individual expression, skill-building, and belonging. Inspired by our vision of the arts as a tool for personal and societal transformation, we work with teaching artists, schools, and community partners to make meaningful, inclusive, and interdisciplinary learning experiences possible.

Position Summary

The Director of The DRAW will lead the vision of MKAD's flagship arts education program. Reporting to the Executive Director, this role balances creativity and strategy—from curriculum development to staff management to grant implementation. The Director of The DRAW will foster a welcoming and innovative learning environment that uplifts community voices, reflects MKAD's [core values](#), and centers Midtown Kingston as a home for equitable access to the arts. The role also works closely with the Print Studio team to ensure collaborative alignment between programs and operational needs and the Youth Workforce Director to coordinate and schedule intern training opportunities, including assisting in classes.

Ideal candidates will bring a strong background in arts education, staff and volunteer management, curriculum development, and collaboration. They will be proactive leaders and passionate educators who understand how to translate community needs into responsive programming and can navigate both strategic planning and day-to-day implementation. The Director will model The DRAW's values of creative growth, equity, access, and joy, while managing a dynamic team of teaching artists, staff, volunteers, and community collaborators.

Key Responsibilities

Program Leadership & Development

- Research, develop, and evaluate new and existing educational programs.
- Design innovative, responsive arts education practices that reflect community need, uphold artistic excellence, and to execute MKAD's mission.
- Maintain working knowledge of current trends in multidisciplinary arts education, culturally responsive pedagogy, and community arts practices.
- Actively seek opportunities to expand service to diverse and underserved constituents.



Staff & Team Management

- Identify, train, mentor, and support teaching artists, education staff, and volunteers.
- Lead planning and maintain the schedule of programs, workshops, events, and exhibitions in collaboration with the staff.
- Manage staff participation in program evaluation, development, and continuous improvement efforts.
- In cooperation with the Youth Workforce Director, ensure Youth Workforce interns are scheduled to assist classes, support events, tabling and gallery openings.
- Coordinate volunteer support for classes, events, and gallery needs.

Operations & Facilities Oversight

- Oversee daily operations of The DRAW, ensuring safety, cleanliness, accessibility, and welcoming use of space.
- Coordinate facilities needs such as lighting, maintenance, supplies, and event set-up/clean-up.
- Develop and manage annual budgets for The DRAW and coordinate shared program expenses with the Print Studio.
- Maintain compliance with safety procedures and internal policies for all programming spaces.

Program Administration & Evaluation

- Maintain program calendars, oversee event logistics, and ensure clear communication with internal and external stakeholders.
- Collect and analyze attendance data, participant demographics, feedback, and impact metrics to support grant reporting and program evaluation.
- Ensure accurate documentation of budget use, supply needs, and class statistics.
- Keep the Board of Directors informed of arts education program developments, challenges, and successes.

Fundraising & Communications

- Collaborate and coordinate with the Executive Director and Development Committee to research, write, and report on grants related to arts education.
- Support marketing and outreach efforts in partnership with the Communications team to promote programs and highlight participant impact.
- Represent The DRAW publicly at events, meetings, and in collaborations with schools, community organizations, and funders.



Community Engagement & Events

- Lead inclusive outreach and educational engagement across all age groups, making art accessible to new and returning participants, encouraging participation from local residents of Midtown.
- Curate and schedule exhibitions in The DRAW gallery space to showcase student, community, and professional work.
- Partner on MKAD initiatives such as the Youth Workforce Training Program, Celebration of the Arts, DRAW-A-THON, and special events that bridge The DRAW with the broader MKAD ecosystem.
- Engage in ongoing dialogue with the Executive Director and other program directors in long-term planning, artist engagement, and organizational growth.

Ideal Candidate Qualifications Include:

Education & Experience

- BFA, MFA, or MA in Art Education, Fine Arts, Arts Administration, or related field preferred (or equivalent experience).
- Minimum 5 years of experience in arts education or nonprofit leadership, ideally in a community-based setting.
- Demonstrated experience developing and facilitating arts programs for diverse learners.
- Track record of successful team leadership, collaboration, and organizational management.
- Familiarity with gallery programming, exhibition curation, and youth-centered teaching.

Skills & Competencies

- Deep knowledge of visual arts techniques and interdisciplinary approaches to learning.
- Passion for community arts
- Strong leadership, organizational, and interpersonal communication skills.
- Budget development and grant reporting experience.
- Comfortable working in a fast-paced, collaborative environment with diverse communities.
- Proficiency in Google Suite, Microsoft Office, and basic administrative software; familiarity with design tools or CRMs is a plus.
- Bilingual and/or multilingual candidates strongly encouraged to apply.

What We Offer

- An opportunity to lead a beloved, values-driven arts education hub.



- A creative, supportive, and mission-aligned team committed to equity and access.
- Access to professional art-making facilities and collaborative programming opportunities.

Benefits & Compensation:

- Salary range \$30,000 - \$35,000
- Flexible 30-hour work week
- Paid time off, sick days and holidays
- Employer paid health benefits including dental and vision

To Apply:

Please submit a resume, cover letter, brief statement of your teaching philosophy or arts education vision and pdf portfolio of work (10 images max, student work optional), and three references to employment@mkad.art by November 21, 2025.

Please note: If you think you meet most but not all qualifications, please apply. Women and people of color are less likely to apply to jobs if they don't think they meet 100% of the qualifications. If you think you're a good fit, we encourage you to apply.

MKAD provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws.