



Education Manager Position

10-19-2026

About Us

Archie Bray Foundation for the Ceramic Arts (The Bray) was founded at the foothills of the Montana Rockies in 1951 by entrepreneur, brick maker, and avid arts patron Archie Bray, who intended it to be a place to “make available for all who are seriously interested in the ceramic arts, a fine place to work.” The primary mission is to provide an environment and connection with other serious artists that stimulates creative work in ceramics.

The Bray is committed to equity, and inclusivity in all aspects of its operation. It seeks to create an environment that allows opportunities for employees, artists, and participants to enjoy and benefit from its programs.

Summary of Education Manager Position:

The Education Manager provides vision, leadership, and direction for The Bray’s Education & Engagement program, overseeing the development, implementation, and continued evolution of educational programs that serve a broad range of participants, artists, educators, and communities.

The Education Manager is responsible for ensuring that educational programming reflects The Bray’s mission and commitment to ceramic education for all while remaining responsive to the needs of participants, instructors, community partners, and the field of ceramics. This position provides both strategic and operational leadership, balancing long-term vision and program development with the day-to-day systems, relationships, and details required to deliver high-quality educational experiences.

The Manager leads and mentors the Education & Engagement team and Educational Fellows, supports and trains teaching artists, and works collaboratively across departments to advance organizational priorities. The position is also responsible for program planning, budget development and oversight, staff supervision, community partnerships, communications, facilities and studio needs, and evaluation of educational offerings.

The successful candidate will be a dynamic, open-minded, and inspirational leader with a strong background in ceramics and a genuine belief in the value and accessibility of ceramic education.

Reports To: Interim Creative Director

Roles and Responsibilities:

Leadership & Personnel:

- **Provide vision, leadership, and strategic direction for Education & Engagement** programming and departmental priorities.
- **Lead, supervise, mentor, and support Education & Engagement staff**, creating a positive, collaborative, accountable, and sustainable team culture.
- **Develop staff capacity and leadership** by providing clear expectations, appropriate autonomy, constructive feedback, and opportunities for professional growth.
- **Recruit, train, lead, and support** instructors, staff, fellows and volunteers

- **Manage the Educational Fellowship program**, including recruitment, application coordination and review, onboarding, mentorship, and ongoing support.
- **Manage payroll processes** and ensure accurate and timely submission of payroll information for Education & Engagement personnel.
- **Foster strong working relationships across departments** and contribute to a healthy, respectful, and collaborative organizational culture.

Educational Programming:

- **Provide vision and leadership** for the development and execution of The Bray's educational programs.
- **Develop and maintain a comprehensive annual calendar** of educational programs in alignment with The Bray's organizational calendar, mission, strategic priorities, and available resources.
- **Create and oversee educational opportunities** that serve a wide range of ages, abilities, backgrounds, experience levels, and interests.
- **Develop innovative and compelling approaches to ceramic education** while maintaining the quality, integrity, and accessibility of Bray programs.
- **Establish systems and standards** that support consistent, high-quality educational experiences.
- **Provide technical and educational assistance** to students, teachers, residents, and other campus participants as appropriate.

Community Engagement & Partnerships:

- **Develop and sustain meaningful community partnerships** that expand access to ceramic education and strengthen The Bray's relationships with diverse audiences and constituent groups.
- **Represent The Bray and its educational mission** and vision with professionalism, care, and enthusiasm.
- **Strengthen relationships** with participants, educators, artists, community partners, donors, and other stakeholders.
- **Identify opportunities for Education & Engagement to contribute** to broader organizational goals, community presence, and reputation.

Administrative & Organizational Leadership:

- **Develop and manage the annual Education & Engagement budget** in alignment with organizational priorities and financial goals.
- **Monitor program revenue and expenses** and make informed decisions regarding program development, pricing, staffing, materials, and resources.
- **Coordinate class registration systems** and oversee invoicing and payment workflows in collaboration with Education, Finance, and Gallery teams.
- **Support grant proposals, reporting, and other development efforts** related to educational programming in partnership with the Development team.

Building, Studio, & Program Operations:

- **Maintain a safe, inclusive, welcoming, and efficient educational and studio environment** for all users.
- **Oversee educational programmatic needs** including classroom preparation, supplies, materials, equipment, firing, studio workflows, and other requirements necessary for successful programming.
- **Ensure educational spaces are appropriately maintained and prepared for use** including classrooms, labs, kiln rooms, media spaces, library, storage, offices, and communal spaces.
- **Manage inventory** of educational supplies, tools, and equipment.
- **Develop systems that support efficient, sustainable, and proactive educational operations.**

Qualifications:

Required:

- Demonstrated commitment to and belief in the importance of ceramic education for all.
- Significant background and experience in ceramics and a strong understanding of the ceramic arts field.
- Demonstrated leadership experience, including the ability to mentor, develop, and support staff and emerging professionals.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to build and cultivate relationships across diverse audiences and communities.
- Ability to manage a varied and complex workload, establish priorities, meet deadlines, and adapt to changing circumstances.
- Strong problem-solving skills and a demonstrated willingness to find creative, compelling solutions to both complex organizational challenges and everyday problems.
- Ability to lead with professionalism, integrity, empathy, and sound judgment.
- Proficiency with standard office and digital communication tools.

Preferred:

- BFA/MFA or equivalent advanced experience in ceramics or a related field.
- Diverse or well-rounded professional experience within ceramics, arts education, higher education, community engagement, studio practice, or related fields.
- Experience developing and managing educational programs within a nonprofit, arts, museum, academic, or community-based organization.
- Experience managing budgets and making financially informed programmatic decisions.
- Experience developing community partnerships and accessible educational programming.
- Experience supervising staff, teaching artists, fellows, interns, or volunteers.
- Experience with fundraising, grants, or development-related work.
- Experience with digital communications, website content, social media, and promotional materials.

Hours

- 40 hours/week Salaried /FTE
- On-site position on The Bray's main campus in Helena, Montana
- Mondays-Fridays, 9am-5pm
- Occasional evenings and weekends depending on events and class schedules.

Compensation and Benefits

- \$52,000 - \$56,000 annualized
- This is a permanent, full-time, salaried, exempt position
- Fun co-workers, a dynamic environment, and a world-class mission.
- Paid Time Off according to Employee Manual.
- Bray-paid holidays according to Employee Manual.
- Other benefits as described by Bray policies.

Note to candidates: Studies have shown that women, nonbinary individuals, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. The Bray is committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We *strongly* encourage you to apply if you believe you can do or learn these skills.

To Apply

Please email a cover letter, resume/cv, and contact information for 3 references to admin@archiebray.org. General questions about this position and The Bray may be directed to Brad Robinson, Director of Administration, at brad.robinson@archiebray.org. Applications will be reviewed beginning October 26, 2026. No phone calls, please. Position open until filled.