

Silver Eye Center for Photography

Position Title: Education Program Manager

Reports to: Executive Director

Status: Exempt, 24 hours/week

Summary

Silver Eye Center for Photography, Pittsburgh's only nonprofit devoted to contemporary photography, seeks an **Education Program Manager**. Silver Eye promotes the power of contemporary photography as a fine art medium by creating original exhibitions, unique educational programming, and a space for artists to learn, create, and connect through The Lab @ Silver Eye production facility and education center. Our programs are dedicated to supporting the work of emerging, mid-career, and under-recognized artists and sharing that work with our diverse audience in engaging and meaningful ways. Silver Eye is highly-respected nationally and internationally and a vital cultural resource in Pittsburgh.

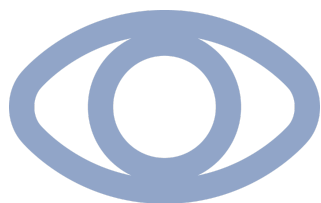
Education Program Manager Job Description

The **Education Program Manager** works closely with the Executive Director and Deputy Director to develop, implement, and manage Silver Eye's in person and online education programming in a way that is informed by the organization's values and ethos and integrated with the organization's mission and goals. This position is responsible for working with the Executive Director and other Silver Eye staff to organize and publicize calls for workshop and class leaders and proposals, and select offerings to go forwards; create and manage the schedule of workshops and classes, including managing online registration tools; and work with workshop and class leaders to ensure that leaders and participants all have exceptional experiences. The **Education Program Manager** is in many cases the main point of contact for in person and online workshop leaders and participants.

The ideal candidate has:

- 2+ years experience in nonprofit administration around arts education
- Project management experience
- A strong familiarity and alignment with Silver Eye's programs, ethos, and values around creative growth, lifelong learning, and collaboration.
- Familiarity with photography as a creative practice, and with current directions in contemporary photography
- A friendly personality, and enjoys working with people
- Ability to work well independently and collaboratively

The position is 24 hours/week and a hybrid of in person and working from home, working from the gallery front desk at least 1-2 days each week. When working in the gallery, the position is responsible for creating a positive and memorable gallery experience by welcoming visitors, engaging with them about our program, and answering their questions. This is a detail-oriented job that requires the ability to handle multiple diverse tasks and deadlines.



Education Program Development responsibilities

- Develop educational programming, calendar, schedule, price and fee structure, with Executive Director and Deputy Director
- Identify and invite potential workshop and class leaders and invite them to submit proposals
- Create a broad variety of programs for participants of different levels of experience and engagement that all speak to creative growth
- Develop budgets for educational programming with Executive Director
- Create class descriptions, bios, references, check credentials
- Assist leaders in producing/distributing class materials. Make appearances in classes as needed
- Work with Communications and Operations Manager to market and publicize offerings on website and social media and in print
- Coordinate use of space and Lab resources
- Create and manage participant evaluation forms
- Based on feedback, enrollment, and experience, assess changes in strategy/practice
- Make sure rest of staff is aware of Education programming in order to convey to public
- Support grant opportunities/reporting
- Assist with fundraising programs and attend receptions and special events as required.

Office Administration & Front of House

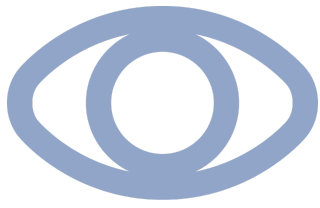
- Welcome and assist visitors, answer phones, and provide front-line customer service.
- Track gallery and programming attendance.
- Process sales and maintain POS systems.

Minimum Education and Personal Attributes

- 2 years nonprofit experience strongly preferred
- Passion for contemporary art and photography
- High level of self-motivation with drive to take initiative
- Warm, friendly manner and strong people skills
- Effective communicator with clear verbal, written communication and presentation skills.
- Highly organized and detail oriented, with the ability to meet deadlines
- Demonstrated experience with education and project management
- Versatility, flexibility and a willingness to work in a small, dynamic workplace

Required and Preferred Skills and Experiences

- Experience with Mac operating system, Google Workspace apps (required)
- Experience using CMS and SAAS tools required. Square and Acuity preferred
- Adobe Creative Suite preferred.

**General Requirements**

This position is based in Silver Eye's gallery and is 24 hours per week, including 1-2 days in the gallery 10am-6pm and some evening/weekend hours around workshop/class programming. Some physical demands, including lifting, may be required.

Compensation

This is a 24 hours/week position at \$25/hr, with at least 1-2 days onsite. This position offers health insurance, proportional vacation and sick days, and an IRA match. The hire and responsibilities will be assessed after three months for ongoing year-long renewals.

Silver Eye is an Equal Opportunity Employer

We celebrate diversity, strive for equity, and are committed to creating an inclusive environment for all employees. There are no perfect candidates and Silver Eye is a place where staff are encouraged to learn and grow. However you identify or whatever your path here, please apply if this position inspires you.

How to Apply

Interested applicants should please send a cover letter, resume, and two work references to **leo@silvereye.org** with the subject line "Education Programs Manager application." Questions about this position should be directed to Executive Director Leo Hsu, **leo@silvereye.org**.

Silver Eye is seeking to fill this position as soon as possible. Applications will be reviewed on a rolling basis and accepted until February 27, 2026.

2/11/26