

PHOTOGRAPHIC

CENTER

NORTHWEST

Education & Programs Director | Job Description

Photographic Center Northwest is excited to announce we are seeking a full-time Education & Programs Director to join our leadership team. Looking for candidates who are passionate about arts education and the power of photography!

ABOUT US

PCNW is a place for everyone to explore the photographic arts. We promote lifelong learning and creativity through resources and programs that inspire and empower. We believe in a world where visual storytelling and artistic expression are used as tools for positive change, community building, and greater empathy. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly accessible labs we offer photographic education and experiences. Learn more about PCNW, our programs, and core values at www.pcnw.org.

Photographic Center Northwest (PCNW) is a 501(c)3 non-profit organization, an accredited institutional member of the National Association of Schools of Art and Design (NASAD), and licensed in the state of Washington under Chapter 28C.10 RCW.

THE POSITION

The Education & Programs Director works collaboratively with the Executive Director (ED) and Registrar to oversee PCNW's education programming, establishing engaging curriculum and future-focused strategies for maintaining PCNW's relevance and leadership as an educational institution dedicated to photography. Current education programs include our Certificate in Fine Art Photography (3 to 5-year program), classes, and workshops. This role develops and plans quarterly course offerings, supports both faculty and student retention and growth, and develops administrative structures and strategies in collaboration with the Registrar to bolster these endeavors and ensure adherence to accreditation requirements. The Education & Programs Director is responsible for the management of our adjunct faculty, developing pedagogical strategies, and identifying key technologies and equipment resources for our labs and classrooms in alignment with curriculum.

Specific areas of responsibilities are:

- *Education Programming & Curriculum Development.* Develops long-term strategy for classes, workshops, and Certificate Program expansion that reflects contemporary technology, equipment, and trends that serve a growing student body. Also responsible for planning and scheduling quarterly course offerings, and working with our marketing team on promotion.

- *Organizational Leadership.* Collaborates with the ED, key staff, and board members to advance PCNW's long-term goals, position PCNW as a national school, and grow our reputation as a thought-leader in photographic education. Supports efforts to increase and diversify the students and artists PCNW serves.
- *Artistic Direction.* Plans and oversees public programs that support both education programs and exhibitions. Including masterclasses, artist lectures, panel discussions, and other professional development workshops.
- *Faculty Management.* Manages and evaluates 25+ adjunct faculty on a quarterly basis. Includes oversight of instructor recruitment, orientation, and onboarding, as well as responsible for ongoing communication, evaluation, and professional development of faculty.
- *Administrative Management.* Establishes protocols to effectively administer our programs and mission. Oversees accreditation with NASAD, WA State licensing with WTEB, and partnership with Seattle University. Develops and implements policies and structures that support PCNW's adherence to accreditation requirements, fostering a rigorous learning environment for our students and faculty.

OUR IDEAL CANDIDATE

We hope that you are collaborative, curious, and innovative in your approach to life and work.

Specifically, we are looking for someone with:

- Minimum 3-5 years of administrative experience, preferably in higher education. Including management of personnel, contractors, and partnerships.
- Minimum 3-5 years of education program development, preferably in photography or the arts.
- Project management skills, including ability to set goals; identify action items, roles, and responsibilities; engage talents of team members; create and meet deadlines; pivot when necessary, and celebrate successes.
- Comfort working with different communities with sensitivity to their background and relationship with the organization.
- Commitment to advancing DEIA work at PCNW, and understanding the role inequities play in our society.
- Teaching experience is a plus but not required.

We get that not everyone is going to check every box here. Applicants who have some experience and are looking forward to growing with a fun, thoughtful, talented team are encouraged to apply.

Salary:

\$80,000-\$85,000, DOE. Reports to Executive Director.

Hours:

This is a full-time salaried position with a 35-hour work week, Monday - Friday. Occasional evening and weekend events are required. This position has the opportunity to work from home but must maintain weekly in-office days as well.

Benefits:

PCNW provides health insurance including vision and dental, and generous paid time off and holidays after a 90-day trial period. Other benefits include: an FSA, free use of PCNW facilities, free tuition in classes and workshops, and a parking pass and pre-taxed Orca card.

To Apply:

Submit a cover letter and resume to opportunities@pcnw.org with the subject line "Education Director". Women, BIPOC, and LGBTQIA+ identifying individuals are encouraged to apply. Questions? Email opportunities@pcnw.org. Priority Deadline is July 28, 2026. Interviews in August, and anticipated start date in September.

PCNW is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or any sensory, mental or physical disability.