

Education Manager – Independent Contractor Atlanta Center for Photography

Location: Atlanta, GA (in-person and remote)

Engagement Period: Approximately June-December 2026

Compensation: \$15,000 for the contract period

Proposal Deadline: June 15

About ACP

The Atlanta Center for Photography advances new perspectives in lens-based media from the American South. From our home base on Edgewood Avenue, we operate commissioned exhibitions, a Digital Media Lab, educational workshops, artist fellowships and residencies, and community engagement programs. In 2026, we are launching the Artists Make Atlanta Teen Apprenticeship, a paid creative workforce development program for Fulton County high school students, the first program of its kind in Atlanta.

Scope of Work

The Education Manager will serve as the lead coordinator for the Artists Make Atlanta Teen Apprenticeship, a 16-week paid program pairing 10 high school students (ages 16–18) from underserved areas of Fulton County with professional artists for digital media training, mentorship, and career development. This contract engagement covers the full program lifecycle: recruitment and outreach, curriculum development and implementation, program coordination during the August–November intensive, and data collection and reporting through December.

The Education Manager will coordinate with the program’s artist mentors, Digital Media Lab Manager, and school and community partners. The contractor’s primary point of contact at ACP is Lindsey O’Connor, Executive Director.

Deliverables

Pre-Program (June–July 2026)

- Develop and finalize the 16-week curriculum in collaboration with artist mentors and the Executive Director
- Build and activate recruitment pipelines through Atlanta Public Schools, Fulton County Schools, Boys & Girls Clubs, Big Brothers Big Sisters, and community organizations in Districts 4, 5, and 6
- Conduct outreach in target neighborhoods; manage the application and selection process
- Coordinate orientation logistics and administer baseline surveys

During the Program (August–November 2026)

- Coordinate program operations, including scheduling, attendance, time tracking, and apprentice payroll coordination
- Serve as the primary point of contact for apprentice families, school counselors, and community partners

- Facilitate career readiness workshops (creative economy career mapping, college application strategy, financial literacy, networking skills) and coordinate guest speakers
- Track skill progression and coordinate monthly mentor check-ins; identify apprentices who may benefit from behavioral health referrals or additional support
- Support the culminating exhibition and portfolio review, including logistics and coordination with invited guests
- Administer post-program surveys and conduct exit interviews

Post-Program (December 2026)

- Compile final performance data and contribute to the Fulton County reporting package
- Coordinate six-month follow-up survey design
- Document lessons learned and recommendations for future cohorts

Qualifications

- Experienced in youth program management, ideally with teens in after-school or workforce development settings
- Familiar with Fulton County communities, particularly South Fulton and Southwest Atlanta
- A strong organizer who can manage logistics, timelines, and multiple partner relationships simultaneously
- Comfortable with data collection--attendance tracking, survey administration, and outcome reporting
- Warm and effective communicating with families, school staff, and teenagers
- Interested in the arts, though deep arts expertise isn't required (that's what the artist mentors bring)

Preferred: degree in education, social work, arts administration, youth development, or a related field. Equivalent professional experience is equally valued.

Details

- **Type:** Contract (approximately June–December 2026)
- **Compensation:** \$15,000 for the contract period, payable upon completion of defined project milestones
- **Time Commitment:** The contractor will determine their own schedule. ACP estimates the engagement will require approximately 15–20 hours/week during the August–November intensive, with lighter commitment during pre-program planning and post-program wrap-up
- **Location:** ACP, 546 Edgewood Avenue SE, Atlanta, GA 30312. On-site presence will be necessary during certain program activities; the contractor will otherwise determine where work is performed

- **ACP Point of Contact:** Lindsey O'Connor, Executive Director

Our Values

ACP is committed to fostering a diverse and inclusive creative community. We welcome proposals from individuals of all backgrounds and strongly encourage interest from individuals connected to underrepresented communities. If you have questions about the engagement or need materials in an alternative format, please contact acp@acpinfo.org.

To Submit a Proposal

Submit your cover letter, resume, and three professional references to acp@acpinfo.org using the subject line Education Manager.