



Open Position Manager of Education Quilts, Inc.

Quilts, Inc., an established Houston-based event production company of 50+ years existence, is seeking an energetic, detail-oriented, self-motivated, organized person for the position of Manager of Education.

The Manager of Education oversees the Education Department, which includes one full time Education Assistant and others who work on a project-basis and at shows. The Education Department creates and coordinates the programs at International Quilt Market (spring and fall) and International Quilt Festival (fall). The latter includes more than 250 individual classes, lectures, and events. Additional shows may be added.

Convention/Event planning background is a plus, but not required. Job requires occasional travel to events, and candidate must be able to occasionally lift 20–30 pound boxes. Often, leadership skills are mandatory to get projects accomplished. Candidate must be comfortable communicating, coordinating, and problem-solving with faculty and students both before and on-site at shows.

Required Skills

- Knowledge of aspects of the quilting/sewing/fiber arts industry
- Proficient with verbal and written communication
- Planning expertise
- Knowledge of current trends in quilting/sewing education
- Computer skills with willingness to expand knowledge
- Ability to network with multiple departments or individuals outside of our company to pursue improved processes for the Education Department
- Organized, positive team player, and able to work well with colleagues, education staff, volunteers, and faculty

- Knowledge of Microsoft Word, Excel, and Formstack programs (the last can be taught)
- High energy, sense of humor, and patience
- Friendly, positive personality in written, phone, and in-person communications
- Ability to multi-task, handle stress, and sometimes deal calmly with the unexpected

General Duties

- Manage, schedule, and communicate on behalf of the Education Department
- Work closely with and maintain open communications with all members of the Education department and show team members
- Support Education department through development of online submission process and ensuing data management
- Select faculty and their described classes
- Schedule the events initiated and approved
- Maintain communication with teachers, staff, and convention center service providers
- Ensure that classrooms are set as needed and equipment is delivered for each class and event on-site
- Evaluate teachers
- Coordinate actions and deadlines with other Quilts, Inc. divisions
- Hire appropriate personnel and show support assistants
- Prepares and confirms information for support services for all shows
- Collects materials and prepares all notebooks for department
- Represent Quilts, Inc. in a professional manner

Quilts, Inc. produces trade, and consumer shows around the country. Candidate would be the direct contact interfacing in person and via email with faculty and convention center decorator/technical personnel while working under the VP of Communications.

Work is in Houston, Texas office, with ability to have a partial work from home schedule. Successful candidate would receive a trainee salary through the end of 2025 while working under the current Manager of Education, with a specific set raise beginning in 2026 once that position is assumed.

We offer a benefits package including medical/dental/vision, 401K participation, life insurance, and vacation days. Also, the ability to purchase supplemental life insurance and AFLAC. **No phone calls, please.** Email cover letter and resume to Bob Ruggiero, Vice President of Communications, at bohr@quilts.com.

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