



## Director of Programs

Full Time Position

**Description:** The Director of Programs directs a team of program individuals to develop and implement in-school, after-school, and special program initiatives that deepen school and community partnerships. The DOP is mission-focused, strategic and process-minded with experience in scaling organizational programs to meet the needs of all stakeholders and the community. The DOP must be a leader who is able to help others at Arts @ Large deliver measurable, cost-effective results that make the vision a reality. The DOP will work closely with Arts @ Large's Chief Financial Officer to manage program budgets to ensure financial sustainability of programs. Most importantly, the successful DOP will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the DOP bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives the Arts @ Large model.

**Annual Salary, Based on Experience:** \$45,000 - 50,000

**Direct Report:** CEO

### Operational Leadership

- Maintain overall strategic and operational responsibility for all Arts @ Large programs
- Provide effective and inspiring leadership to program staff by being actively involved in all programs and services, developing a broad and deep knowledge of all programs
- Identify opportunities for Arts @ Large to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges
- Develop and implement training programs and retreats to expand the capacity of program staff
- Prepare and submit an annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered
- Serve as the liaison to community partners, and work with the CEO to keep Boards of Directors regularly informed of programmatic strategies and challenges
- Develop program descriptions, reports and materials to assist in securing the necessary funds to support programs

### Program Management

- Direct program staff in the implementation of in-school programs
  - Establish rapport with administrators, team leads, and other school constituents
  - Facilitate meetings between artists, administrators, and other stakeholders
    - Work to ensure clear lines of communication are established among all stakeholders
    - Conduct site visits, schedule follow ups
  - Oversee and ensure contracting procedures are implemented with fidelity
  - Coordinate in-school residency needs, materials, scheduling changes, field trips
  - Ensure artist, teacher, and administrator pre and post-surveys are administered, analyzed and reviewed to implement needed process adjustments
- Direct program staff in the implementation of after-school programs
  - Design and implement student-parent engagement programs, both on and off site
  - Oversee bussing and logistics for special program events, field trips
  - Deepen existing partnerships with MPS, Private/Charter school, and organizational after school initiatives
- Direct program staff in Artist Relations
  - Introduce community artist educators to the A@L model
  - Assist with contracting procedures, artist engagement, and program coordination

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*Our nationally-recognized program uses the arts to cultivate vibrant, inclusive, innovative school communities where students excel and grow.*

- Facilitate discussions between artists and school staff, draft contracts as needed
  - Assist artists with proposal and contracting procedures, questions/concerns
  - Ensure artists educators are following organizational procedures for invoicing
- Direct program staff in providing rigorous professional development for teachers and artists
  - Guide coordination of professional development events
  - Identify and address gaps in knowledge, technical skills, interpersonal skills, interaction with youth, etc among artist educators and develop methods to close gaps
- Direct program staff to design and implement student-led programs and career development initiatives
  - Design and implement student-led special programs, and career development programs
  - Ensure mentorship of students as up-and-coming leaders in the community

### **Strategic Plan Implementation**

- Provide programmatic leadership and input for all strategic plan implementation processes with the CEO and staff.
- Coach program staff as they implement the strategic plan and transition program operations
- Develop and implement a system for tracking and reporting on the progress of the programmatic aspects of the strategic plan

### **Community Relations**

- Represent A@L in the community and on community forums, boards, as assigned

### **Qualifications**

- BS/BA degree with at a minimum of 3 years of experience and a track record in senior program management
- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including the ability to balance the delivery of programs against the realities of a budget, problem solving, project management, and creative resourcefulness
- Deep experience in program budgeting and fiscal management
- Track record of effectively leading an organization with a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Unwavering commitment to quality programs and data-driven program evaluation
- Strong written and verbal communication skills; a persuasive and passionate communicator
- Leadership and Organization-exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Preference given to individuals who have experience working with or within K-12 education

**To apply: Send resume, Cover Letter and 2 letters of recommendation to [employment@artsatlargeinc.org](mailto:employment@artsatlargeinc.org)**

EEO: Arts @ Large Inc. is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions on the bases of merit and ability, regardless of their race, sex, color, religion, disability, national origin, or age. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

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