

SOUTH SHORE ARTS  
JOB DESCRIPTION

POSITION: Director of Education

Salary range: \$40,000–\$45,000

Status: Salary, Exempt

Schedule: 40 hrs/wk

Reports to: Executive Director

Position Summary

Reporting to the Executive Director, this position manages all aspects of Education Programs for South Shore Arts. In addition, this position serves in an external role for the organizations, working with key constituents when programmatically appropriate. The incumbent is responsible for planning, organizing, implementing and evaluating programs and services, including managing multiple programs and projects related to the analysis of strategic goals and outcomes.

Essential Duties/Responsibilities

Education Programs

- Oversee all aspects of education programs for South Shore Arts (e.g. registration, program budgets, program development, program implementation, supply inventory, contractor compensation, program statistics, schedules, volunteer recruitment, etc.)
- Develop and manage programs and partnerships that align with organizational mission and strategic plan
- Supervise and hire Program Coordinator
- Supervise and hire contractors
- Collaborate with Director of Marketing & Development to market and promote programs through annual Teacher Handbook, ads, flyers, social media, billboards, etc.

**Key Education Programs:** Art In Focus, *everykid* Elementary School Scholarship Classes, *everykid* Literacy Workshops, *everykid* Teen Arts Board, Studio Art Classes, Fee-Based Contracts

General Administration

- Submit check requests to Managerial Account for contractor compensation
- Request invoices from the Managerial Account for Fee-for-Service contracts
- Write or assist with grant applications and reports as needed—creating MOUs, tracking program data, writing narrative, documentation, etc.
- Work with Executive Director, Managerial Accountant, and Director of Marketing & Development to ensure that all programs are financially sustainable
- Maintain education-related content on website
- Provide articles, schedules and photos for Convergence magazine
- Attend and contribute to other organizational events as needed
- Serve as a committee member as needed for municipalities, organizations and others with arts related needs

## Board of Directors

- Convene two meetings per year with the Education Committee
- Prepare reports for VP of Education to deliver at Board Meetings
- Attend Board Meetings and deliver reports upon request

## Planning and Evaluation

- Help to manage the on-going strategic planning efforts of the organization
- Provide leadership in evaluating program efficacy
- Establish standards and measures for performance and monitoring productivity in all operational areas, including contracts, grants administration, database management, personnel policies that uphold the organization's stated commitment to Inclusion, Diversity, Equity and Access.

## **OTHER DUTIES AND RESONSIBILITIES MAY BE ASSIGNED AS NECESSARY**

### Job Requirements

- Graduation from an accredited 4-year college or university with concentration in fine arts, education, arts administration or nonprofit administration. A master's degree in any of the above disciplines may serve as a substitute for experience.
- Professional experience in federal, state or local government in the arts and/or national, state, regional or local arts not-for-profit services is highly preferred
- Progressively senior experience in management, including a minimum of three years of experience in supervision and staff management.
- Formal training and/or experience in educational programming.
- Ability to communicate with constituents and staff at all levels.
- Proven track record of leadership as a strategic thinker.
- Proficiency in MS Office Professional and Adobe Creative Cloud.
- Proficiency or ability to learn class management software.
- Must have access to a reliable mode of transportation.

### Difficulty of Work

Work requires a high degree of concentration, self-direction, creativity, interpersonal and time management skills. Work requires the ability to develop and maintain an effective working relationship with a wide variety of people, including internal and external customers. Employee must be skilled in conflict resolution and have well-developed diplomatic skills.

### Responsibility

Employee must be able to manage effectively multiple projects and competing priorities. Employee must be able to manage and motivate staff and be skilled as a change agent. Employee must be able to conceptualize work related to program and project design, development and evaluation. Employee must be able to recognize contemporary trends in field and recommend strategies to achieve organization goals. Employee will maintain data in database platforms when applicable to job. Employee supervises staff, evaluates staff performance and makes decisions and/or recommendations related to hiring and firing of staff.

Working Conditions

May be required to lift up to 50 lbs. occasionally. Work may be performed in an office environment and remotely. Some work may be performed in the field.