

ArtistYear National Program Director Job Description

Title: National Program Director

Hours: Full-Time

Reporting To: CEO

Location: East Coast. Preferably in Philadelphia or New York City. Occasional travel required.

FLSA Status: Exempt

Start Date: July 1, 2019

About ArtistYear

ArtistYear's mission is to ensure every underserved student in America has arts education through a National Service Arts Corps. We develop, support, and place exceptional *Fellows*—recent higher-education arts graduates across all artistic disciplines—as full-time teaching artists at low-income schools. ArtistYear, is an organization born out of the traditions of service, dedication to artistic excellence, and respect, obligation, and empathy towards our fellow citizens. It is the first national AmeriCorps program for artists to dedicate a year of service to our nation. We pair recent arts graduates across disciplines with teachers in Title I schools to enhance arts education for underserved students to improve their school engagement, life outcomes, and school culture. While serving as teaching artists, the Fellows themselves develop based on a deeply engaged community perspective and emerge as citizen-artists while dramatically increasing access to the arts for disadvantaged students. ArtistYear was established as a 501c3 in Philadelphia in 2016, thanks to a generous gift from H.F. "Gerry" Lenfest in partnership with the School District of Philadelphia, and higher education partners Drexel University and Curtis Institute of Music. In the 2019-2020 school year, ArtistYear will have 57 Fellows serving across Philadelphia, The Borough Queens, NY, and rural Colorado, teaching nearly 12,000 students twice-per-week in over 50 schools, through 97,000 hours of arts education.

Position Overview

The ArtistYear National Program Director is responsible for developing and managing ArtistYear programming as it scales nationally, ensuring the program yields ArtistYear's vision of positive outcomes for students, schools, and ArtistYear AmeriCorps Fellows. Responsibilities include: the supervision of ArtistYear Program Leads; Program Design and Curriculum Development; and Relationship Management with District and School System Partners.

Qualifications

- Management and leadership experience in arts education and/or nonprofits
- Experience working in and partnering with Title I schools
- Track record of program management and implementation
- Ability to obtain all clearances required for working in a school setting

Education Requirement(s)

Advanced degree in relevant field, or equivalent experience/background.



Knowledge, Skills & Abilities

- Superb leadership skills, with the ability to manage a diverse team of individuals [remotely and in person] to achieve results
- Willingness to work collaboratively in a start-up environment, with a flexible mindset
- Strong knowledge of organizational theory and management
- Deep knowledge of art education pedagogy, standards, and curriculum
- Robust knowledge of school systems and school structures
- Experience working with youth and underserved communities
- Excellent verbal and written communication skills, with an ability to speak to a wide range of constituents
- Superb planning and project management skills, with attention to detail and the ability to follow through
- Proficiency in Microsoft Office, and familiarity using software applications such as Google Apps, Slack, etc.
- Comfortable working remotely
- Ability to adapt to shifting priorities while thinking clearly, deeply, and broadly

Job Responsibilities

1. Leadership for ArtistYear Program Design and Implementation

- ArtistYear AmeriCorps Fellows:** Design and support the implementation and codification of strategies and curricula for ArtistYear AmeriCorps Fellows to ensure successful execution of ArtistYear Programming and year-end Fellow outcomes. This includes, but is not limited to: A full Professional Development Curriculum, including the intensive Orientation & Training Institute, a Member retention and support strategy, and an alumni engagement strategy.
- ArtistYear School Programing:** Oversee the successful implementation, iteration, and codification of ArtistYear programming at the school level to ensure ArtistYear's desired school and student outcomes and program quality standards
- AmeriCorps Compliance:** Ensure program design and communications align to AmeriCorps requirements.

2. Management of ArtistYear Leads

- Supervision:** Support and manage ArtistYear Leads in program implementation, Fellow Management, School partnership management, and evaluation efforts.
- Support:** Leadership for ArtistYear Lead training and professional growth.

3. Program Partnership Strategy Design and Management

- Manage District Partnerships:** Manage district partnership relationships to ensure ArtistYear's strategy and growth aligns to larger initiatives to maximize impact. This includes leadership for school service-site selection and ArtistYear AmeriCorps Fellow-matching, as well as implementing district-wide school partner trainings.
- Design Program Partnership Strategies by Location:** Work with ArtistYear Leads in each location to identify, design, and plan strategic program partnerships for training, collaborations, etc. This includes developing, maintain, and deepening partnerships with



ArtistYear

local arts and youth organizations, supporting AmeriCorps initiatives, etc. to realize organizational strategies and objectives.

4. Organizational Leadership

- **Leadership for Talent Recruitment and Vetting:** Develop and supervise recruitment and vetting for ArtistYear AmeriCorps Fellows in collaboration with the Recruitment and Onboarding Lead, and for ArtistYear Program Team Members in collaboration with the Chief Executive Officer.
- **Administrative Duties:** Leadership for relevant administrative duties.
- **Organizational Alignment:** Collaborate with other senior level ArtistYear Team Members to ensure organizational alignment for program strategies.
- **Financial Management:** Assist Director of Operations and Advancement with the creation and implementation of annual budget as it relates to programming. Supervise ArtistYear Lead management of individual location budgets, with special focus on professional/ teaching-artistry development needs for each location.
- **Evaluation:** Collaborate closely with ArtistYear's Impact Officer to use evaluation and assessment findings for immediate and long-term programming improvements and design.

Commitment to Diversity and Equal Opportunity

ArtistYear is committed to creating and maintaining a workplace in which all Employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in the mission of our organization and is an important principle of sound organizational management.

Compensation & Benefits

Compensation includes salary commensurate with experience, health insurance reimbursement, Paid Time Off (up to 15 days annually), in addition to 10 observed Federal holidays.

ArtistYear provides equal employment opportunities to all Employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

To Apply

To apply, please send a cover letter and resume to hire@artistyear.org. The subject line of the email should include your full name and "National Program Director." Applications will be reviewed and processed in the order they are received, through May 15, 2019, or until the position is filled.

To learn more about ArtistYear, please visit www.artistyear.org.

