



JOB DESCRIPTION

Title: Program Director

The Program Director (PD) is responsible for the overall quality, efficacy, and sustainability of ARTsmart's visual arts programs. The PD oversees the day-to-day and long-term planning, development, implementation and assessment of programs and special projects. The PD reports to the Executive Director (ED). The teaching staff, program volunteers and interns report to PD. The PD position is a 40 hour/week, exempt, salaried position.

Programs: Development, Design, Implementation, Management, Evaluation,

- **STRATEGIC PLANNING:** Working with ED, create a strategic plan for program design, implementation, and evaluation of all ARTsmart programs.
- **CURRICULUM DEVELOPMENT/ASSESSMENT:** Create, review, revise, and assess curriculum and lesson plans ensuring that they meet standards and benchmarks as well as ARTsmart's methodology. This includes creating a new sequential K-6th grade ARTreach curriculum in collaboration with instructors.
- **PROGRAM DOCUMENTATION AND STATISTICS:** Design and implement program evaluation for all programs, and evaluate and present data to the board, ED, and other parties as needed. As requested provide program documentation and statistics for grant proposals and reports.
- **ADMINISTRATION AND POLICIES/PROCEDURES:** Oversee the day-to-day administration, operations and support of all ARTsmart programs. Create, revise and update all program-related policies and procedures.
- **MANAGE:** Provide guidance, clarification, and support regarding program logistics and details to all staff and program sites. Work with teaching staff to ensure consistent and organized filing systems and structures for ongoing program-related documentation (i.e. lesson outlines, photographs, testimonials, evaluations/surveys, letters of support).
- **PROGRAMS WITH PARTNERS:** Secure, coordinate, and oversee programs with partners: Stabilize and strengthen existing programs and partnerships with schools and community organizations. Work to cultivate new community partnerships and project opportunities. Create and oversee the scheduling of all programs and projects which meet both partners' and instructors' needs.
- **ARTSMART PROGRAMS:** Develop spring and summer ARTcamp schedules with art instructors. Be present at ARTsmart Community Studio classes and camps to handle correspondence with families and to manage overall quality control. Keep in frequent contact with ARTsmart Community Studio (ACS) families to establish longevity in program participation.
- **PHYSICAL LOGISTICS:** Secure physical space for programming and storage in offsite locations.
- **COMMUNICATIONS:** Schedule, confirm, and attend all meetings with schools and program partners to maintain regular communication and to establish clear and functional program plans and goals. Garner feedback about program quality, efficacy, and student needs. Foster strong, collaborative, and sustainable relationships.
- **SUPPLIES:** Oversee ordering of all art supplies in a timely and efficient manner. Oversee that that all program supplies are labeled, organized, in working order, clean, ready on hand, and properly stored and organized. Manage all incoming art supply donations.



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- **EXHIBITIONS:** Produce and/or manage exhibitions: secure exhibition sites, plan, implement, install, and write text for display and for marketing materials with art instructors' assistance. Manage installations, exhibitions, and artwork hung at ACS.

Financials:

- **GRANTS:** Write and contribute content, provide budgets and photos as needed. Working with ED, review grants before submission. Along with ED, facilitate meetings with foundations, grant defenses, hosting grantor/ donor site visits.
- **BUDGETS, CONTRACTS AND INVOICING:** Create and update budgets for new and existing programs/projects and work to ensure that all programs stay within the set budget. Work with school districts to secure contracts and purchase orders. Supply ED with contracts to be approved and sent back to school district. Provide the ED and Bookkeeper with the information needed to create and distribute all program invoices.

HR, Staff Hiring, Management, Guidance & Training:

- **COORDINATE:** Schedule and facilitate monthly instructor meetings. Produce agendas for each instructor meeting and provide to ED and board.
- **SUPPORT & MANAGE:** Support instructors in ensuring program efficacy and quality, particularly by conducting observations (at least one per school year), providing feedback, and setting goals for each instructor. Find solutions to challenging situations within their classes and sites. Ensure that the instructors are effectively communicating with students, classroom teachers, principals, parents and community partners.
- **STAFF:** Hire new instructors by reviewing all potential instructor resumes and facilitating all hiring interviews as well communication with potential candidates year-round. Final instructor interviews are to be completed with ED. Oversee the orientation and training of new instructors in collaboration with the lead instructor. Oversee the recruitment, screening, placement, orientation, training, supervision, and retention of interns and program volunteers including those from Teen Court and Phame Inc.
- **ADHERE TO POLICY & PROCEDURES:** Create, revise, and maintain the instructor manual. Ensure teaching staff is cleared with background check and drug tests and submit paperwork properly. Approve teachers' timesheets, make sure they are all coded correctly, and submit to bookkeeper. Ensure that teachers are staying within their budgeted time for each program. Ensure that teachers are accurately filling out mileage logs and turning in on time, and submit to bookkeeper.

Marketing and Public Relations:

- **EXTERNAL:** As needed, community presentations, meetings for prospective partner opportunities, and public relations events.
- **INTERNAL:** Provide program marketing content, text, updates, calendars, and photos for the website, newsletter and all print and electronic collateral to the event coordinator/office manager, ED, and board of directors as needed.



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Fundraisers and Events:

- **SUPPORT:** Provide hands-on support and troubleshooting as necessary in the days before, after, on the day of and/or at actual ARTsmart events as needed; this will include some evenings and weekends.
- **ATTEND & MANAGE:** Attend program related community events with the focus of promoting ARTsmart programs and to cultivate new opportunities. Manage special art activities that are asked of teaching staff.

Additional Tasks:

- **BOARD COMMUNICATIONS:** Attend monthly board meetings. Report monthly activities to board and/or committees. Serve on different committees as needed.
- **OFFICE/ BUILDING MANAGEMENT:** Answer phones and deal with walk-ins in the absence of the Office Manager. Assist all staff in keeping the building clean and tidy.

The above responsibilities reflect general details which describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.