



**Program Director
Position Description**

Professional staff position reporting to Executive Director. Primary responsibility for arts-in-education programs and services for students, teachers and schools.

Position Summary:

The Program Development Director is responsible for development, implementation, and evaluation of arts-in-education programs for students, teachers, artists and schools. Cultivation of partnerships with the school community and cultural organizations is critical for success. They represent the organization's leadership role in the field of arts-in-education, and work closely with the Executive Director, Board of Directors and Teaching Artists to realize the impact of the arts on all students in northeast Texas.

Responsibilities:

1. Programs and Services

A. Maintain Ongoing Programs

- Manage ongoing arts-in-education projects: Creating Balance through Dance and Northeast Texas Poetry in Schools Contest
- Attend student assembly performances as possible, strengthening relationships with school leaders and evaluating outcomes of assemblies.
- Understand the goals of school leadership when booking residencies, working with the principal(s) to suggest appropriate residencies to attain those goals (ex.: Higgins, Johnston-McQueen)
- Continuously strengthen program evaluation and assessment process.

B. Program Development

- Implement and maintain professional development for teachers.
- Maximize program development in response to expressed needs of educators.
- Determine unexpressed needs of area schools and open conversations with those administrators about partnering. (Sources: Educators, TAPR reports, STAAR scores, MAP testing data, Region 7.)
- Maintain and cultivate new partnerships with artists, educators, cultural and community organizations.

- Assist schools and alternative educational sites in identifying ways that YA NE TX services support curricular, professional development and other expressed goals and data-determined needs.
- Work with Executive Director to develop and implement new arts-in-education projects.
- Provide support on grants and reports.

2. Administration

- Maintain Salesforce database of school and artist contacts, creating program contracts and maintaining accurate program records.
- Actively represent YA NE TX in the arts, education, arts-in-education and YA communities.
- Work collaboratively with Executive Director.
- Develop and implement annual marketing plan for schools in conjunction with the Communications Director.
- Make program policy, development and budget recommendations and operate within approved budget.
- Develop formats and protocols for systematic tracking and reporting of assessment and other program impact data.
- Supervise content development of annual Program Guide.
- Contribute to website, newsletter and outreach media as needed.
- Attend board of directors meetings.
- Attend regional and national arts education conferences as appropriate.

Qualifications:

Experience in the arts and/or education administration and leadership.

Experience in program design and development.

Demonstrated leadership, facilitation and collaboration skills.

Strong computer skills, including database management, knowledge of social media and web site maintenance a plus.

Demonstrated ability to cultivate and work collaboratively with multiple stakeholders.

Excellent organizational, communications and budget management skills.

Engaging public speaking and presentational skills.

Creative, self-motivated team player.

4-year college degree required; arts and/or education focus preferred.

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