



POSITION DESCRIPTION

Program Manager: Arts Intervention & Community Programs

MISSION: Arts Education Connection San Diego (AECSD) transforms learning by bringing the joy and richness of the arts to schools and communities.

VISION: We envision a future where all San Diegans learn, create, and thrive through the arts.

SUMMARY: The Program Manager manages school and community programs in music, theatre, dance, visual art, literary arts, and media arts for multi-week residencies and one-time events across San Diego County. Programs specific to JCCS focus on social-emotional skills, trauma informed practices, and restorative justice.

POSITION LEVEL: Middle Management – this person supervises the Programs Assistant and Teaching Artists.

REPORTS TO: Executive Director

DUTIES AND RESPONSIBILITIES:

Fiscal Management/Program Administration (60%)

- Develop and maintain relationships with school partners: district VAPA staff, Principals, Classroom Teachers, PTA Leadership and SDCOE/JCCS personnel to co-create in-school and after-school programs.
- Develop and maintain relationships with community partners: libraries, parks & recreation, military, and other organizations serving the children and families of San Diego.
- Co-create, coordinate, track and oversee all elements of Family Arts Nights and workshops both in schools and in community venues such as libraries, military housing, and Boys and Girls Clubs, etc.
- Oversee the maintenance of Kintone/Salesforce accounts including up-to-date, accurate records for artists and schools.
- Follow up on inquiries by creating program proposals including estimated budget.
- Work in collaboration with host venues to determine schedule, appropriate teaching artists, and estimated budget; developing an accurate venue agreement.
- Engage and place teaching artists into appropriate programs, documenting details including payment breakdown and totals in a teaching artist agreement.
- Oversee the creation of monthly venue invoices.
- Approve teaching artist timesheets, as necessary.

Teaching Artist Relationships (25%)

- Recruit, engage, and retain high-quality teaching artists through a formal vetting process.
- Support artists in creating original standards-based lesson planning and curriculum with TAs, as needed.
- Support Teaching Artists in solving problems as they arise.

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- Ensure Teaching Artists communicate details about student culminating activities or performances representing AECSD.
- Monitor programs through periodic on-site visits, observations, and evaluations, including culminating events.
- Conduct annual performance evaluations for Teaching Artists.

Fundraising (5%)

- Provide Grant Writer and ED with program narrative, support materials and documentation for grant applications and reports written for relevant programs.
- Participate in donor campaigns, fundraising events, and friendraising events as appropriate.
- Provide input related to finding appropriate funding opportunities when needed.

Miscellaneous Duties and Responsibilities (10%)

- Provide quarterly written reports to AECSD Board of Directors, and attend quarterly Board meetings, when possible.
- Provide accurate year-end data for AECSD Annual Reports.
- Provide content regarding residency programs, teaching artists, and events for the AECSD Website, Program Guide, General Newsletter, social media sites, blog, etc.
- Participate in/attend local arts education meetings and conferences.
- Serve on one board committee (internal) and one or two arts education committee (external), as appropriate.
- Perform related duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Must possess passion for K-12 arts education and serving the community with quality arts experiences.
- Must be able to evaluate the impact of programs through lesson plan review and school/community site visits.
- Knowledge of the California VAPA Standards, SEL, and trauma informed and restorative justice practices.
- Excellent people skills, confidence, and maturity in developing and maintaining relationships; the ability to work well with a variety of constituents (artists, educators, staff) and diverse communities with a commitment to cultural sensitivity.
- Excellent computer literacy: knowledge of Microsoft Office (specifically Outlook, Excel, and Word) and Google Suite; the ability to learn software programs such as Salesforce and Kintone.
- The ability to learn how to execute complex contracts and invoices.
- Ability to juggle multiple projects concurrently.
- Detail-oriented, accurate, able to catch their own mistakes.
- Willing to learn, grow and adapt to the changing requirements of school districts.
- Cooperative and team-oriented attitude.

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- Tenacious, personable, diplomatic with the ability to maintain their sense of humor in stressful situations.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in an art form, education, or other relevant discipline.
- 3-5 years teaching experience in one or more art forms.
- A strong personal background or practice in one or more art forms.
- 1-3 years' experience in program administration.
- Experience working with at-risk youth and/or knowledge of SEL, trauma-informed practices, and restorative justice.

PHYSICAL DEMANDS AND OTHER REQUIREMENTS:

- Must have reliable transportation. Requires some local travel to attend meetings at schools (this is a hybrid position with approx. 60% remote and 40% in-school visits).
- Must follow CDC guidelines and school district rules/guidelines regarding COVID-19 vaccination, mask wearing, and social distancing.
- Once hired, employee is required to complete background check via LiveScan fingerprinting (DOJ) and provide proof of negative TB Test.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- All employees participate in Mandated Reporter training and Sexual Harassment Prevention training. This position may be asked to participate in Prison Rape Elimination Act (PREA) training.

STATUS, SALARY AND BENEFITS:

- FLSA Classification: Exempt, full-time.
- Compensation: \$64,480 annually.
- Benefits: \$50/month internet stipend, \$25/month cell phone stipend, and mileage reimbursement at current IRS rate.
- Contribution to employee health, vision, dental insurance plan.
- 14 paid holidays.
- Accrual of paid time off and sick time in accordance with AECSD Employee Handbook and San Diego Sick Leave requirements.

TO APPLY: send a cover letter summarizing your qualifications and interest along with a current resume to jobs@artsedsd.org no later than **Sunday, July 23, 2023 at 11:59 p.m.**

AECSD is committed to conducting a transparent and humane hiring process. To that end, we plan to follow this schedule:

- First-round interviews will be conducted during the week of July 31, August 7, and possibly August 14, 2023. Candidates may be asked to complete a brief assignment (less than 30 minutes) as part of the interview.
- Final interviews will be conducted during the week of August 21, and Program Manager selected.

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- Anticipated Start Date: September 5, 2023.

ABOUT AECSD: Arts Education Connection San Diego (AECSD) is the oldest non-profit organization in San Diego County focusing solely on providing arts education programs. We provide opportunities for students, families, and communities to connect through the arts.

Arts Education Connection San Diego is an equal opportunity employer and seeks workforce diversity with respect to race, ethnicity, gender, age, sexual orientation, and physical ability.

For more information on AECSD please visit our website at www.artsedsd.org.

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1286 University Ave., #267 | San Diego, CA 92103 | 619.282.7599 | aecsd@artsedsd.org | www.artsedsd.org