



## PROGRAM DIRECTOR JOB POSTING

*P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.*

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| Location:     | Hybrid: P.S. ARTS Office, Los Angeles & Work-from-Home   |
| Schedule:     | Office Hours 9 <sub>AM</sub> – 5 <sub>PM</sub> , but must be able to work some nights and weekends |
| Designation:  | Full-time; Exempt  |
| Salary Range: | \$100,000 - \$110,000 DOE  |
| Benefits:     | Medical, Dental, Vision, Life and Disability, 401k (unmatched), and FSA eligible                   |

### Position Overview:

The Program Director is tasked with executing the organization's Diversity, Equity, and Inclusion Strategic Plan for the Programs department and creating a cohesive department that adheres to the organization's values of Equity, Community, Innovation, Excellence, and Artist Expression.

In collaboration with the CEO and Deputy Director, the Program Director leads the department in programs development, delivery, and quality. In addition to curriculum and instruction oversight, the Program Director provides support to Program Managers and Coordinators as needed, including stewarding relationships with school administrators and other stakeholders. The Program Director contributes to the development of a long-term strategic vision, and facilitates progress toward that vision, including launching and managing pilot programs, overseeing program evaluation, and advising the CEO/Deputy Director on matters related to program quality.

P.S. ARTS programs are housed in four departments; Classroom Studio (in-school), Extended Learning (out-of-school), Community (community art-making events), and Educator Development (Education for internal and external Teaching Artists and classroom teachers).

The Program Director's primary responsibilities include the following:

- Oversee program operations, contract obligations, and activities for Classroom Studio, Extended Learning, Community, and Educator Development departments;
- Direct oversight of the program staff, including evaluation, management guidance, and operational assistance;
- Develop proposals for programming requests and provide support in developing service MOUs and partnership agreements with schools;
- In collaboration with the CEO/Deputy Director, oversee new initiatives and pilot programs;
- Oversee program department budget development and tracking;
- Direct management of one school district contract;
- Manage continual dialogue and reporting with school partners and other external agencies;
- Advise the CEO/Deputy Director on programs operations and quality benchmarks, challenges, accomplishments, timelines, and resources needed to achieve strategic goals; and
- Contribute, represent, and support P.S. ARTS as needed to the Board, at advocacy events, and arts education advisory/planning committees.

**POSTED ON: 07/13/22**

## PROGRAM DIRECTOR

*This position involves assisting in hiring, and the evaluation and supervision of the programs team staff and Teaching Artists*

*Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Changes may be made in response to organization need at the discretion of the CEO.*

### Knowledge, Skills & Abilities

*Although the criteria below will help you succeed in this position, one of P.S. ARTS' core beliefs is life-long learning.*

- 5+ years of experience in an arts education-related field with teaching and management experience
- Demonstrated experience in program evaluation and contract development/negotiation
- Forward-thinking mindset, with strategic experience and implementation track record
- Familiarity with the arts education landscape within California's school district systems
- Demonstrated ability to work with and oversee a multi-disciplinary team
- Demonstrated commitment to the P.S. ARTS mission

### Working Conditions:

- Lift, push, pull or carry supplies, equipment, instruments or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Potential work with video equipment and a comfort with recording and/or being recorded.
- Travel and attend meetings and events outside of your worksite, which may require occasional use of a motor vehicle for transportation to other locations. Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position. Mileage reimbursement is provided.
- COVID-19 vaccination and submission of documented proof is required. Occasional testing may be required per partner school and/or P.S. ARTS policy. All precautions taken are in accordance with LADPH guidelines and P.S. ARTS' COVID Prevention Plan.

### About P.S. ARTS:

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. We're all here to make a difference and we know nonprofit work is hard, so we try to be thoughtful about building a rounded compensation package that includes health and welfare benefits, an excellent paid holiday schedule, etc. Please feel free to ask us about it!

### How to Apply:

Please submit a cover letter and resume to [jobs@psarts.org](mailto:jobs@psarts.org), subject line: "Program Director."

PRIORITY APPLICATION DEADLINE: 07/31/2022

*Please no hardcopies or phone calls. Phone and in-person interviews will be scheduled on a rolling basis.*

*P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.*

*As proponents of the human right to claim equity and quality of life, we strive, through our operations and arts education programs, to increase collective knowledge, means, and actions that recognize resources and levels of support must be tailored to the unique needs of individuals and communities in order for all people to have equal opportunities for success.*

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