POSITION DESCRIPTION

POSITION TITLE: Director of Education
REPORTS TO: Chief Executive Officer
SUPERVISES: Education Manager, teaching faculty, and volunteers
CLASSIFICATION: Regular, Exempt, Full-time

OVERVIEW:

BlackRock Center for the Arts (BRCA), a multidisciplinary nonprofit arts organization providing professional performing arts, visual arts, and arts education to the community, seeks a Director of Education to oversee the continuing development and implementation of the Center’s current performing, visual, dance and music classes and community engagement programs for children, families, and adults.

The ideal candidate will bring expertise in arts education program development and design, an understanding of arts integration best practices, vision, creativity, an entrepreneurial spirit, and a commitment to high quality programming and teaching to help realize the organization’s mission and meet programmatic and financial goals.

ABOUT BLACKROCK CENTER FOR THE ARTS EDUCATION PROGRAM:

BlackRock’s arts education programming provides creative, affordable, and diverse classes in a nurturing, positive, and safe learning environment. Classes include dance, music, theater, and visual arts for children and adults, as well as summer arts camps for school-aged children. BRCA currently offers approximately 100 arts classes per week to more than 500 students per session, as well as afterschool outreach programs around Montgomery County, Maryland. Our community engagement activities include workshops, master classes, artist discussions, and other creative special events supporting Mainstage and gallery programming to enhance the community’s arts experiences and promote discovery, exploration, appreciation and personal or professional development. BRCA’s mission is to inspire and encourage the community to explore, experience, and celebrate the arts.
JOBS DUTIES AND RESPONSIBILITIES

PROGRAM DEVELOPMENT & DESIGN

The Director of Education will:

- Oversee all educational course content offerings to reflect innovative, high quality arts learning experiences for the performing and visual arts disciplines for children and adults in collaboration with the Chief Executive Officer (CEO) and Education Manager.
- Develop infrastructures, systems, timelines, and processes to support the Education Manager with the implementation and operations of all education programming.
- Plan education elements to support integrated cross programming among BRCA artistic departments including the galleries, special events, and performances.
- Lead programming implementation and collaboration with BR partners that provides educational experiences in the center or as BRCA outreach programs.
- Work alongside the leadership team to align the education safety plan and best practices for education programming.
- Collaborate with the BlackRock artistic team to support educational in-school, after-school, field trips, and to enrich special events, including open house, aligning BlackRock artistic program to grade level curriculum.
- Oversee and provide program and implementation support to the Camp Director.
- Oversee and support the Education Manager in seasonal demonstration and recital programming, both virtual and in-person.
- Develop and manage the budget for educational and community engagement programs and prepare reports on managed budgets for CEO and Board of Trustees, as requested.
- Work with the Director of Marketing and Communication to implement plans for marketing education offerings and community engagement activities.

CULTIVATING RELATIONSHIPS & OUTREACH

The Director of Education will:

- Design researched based outreach programming that aligns art education standards to the unique goals and objectives of the community.
- Build and cultivate strategic working relationships with community organizations, recreation providers, non-profits in the arts, Montgomery County Public Schools staff and teachers, and parent support groups, to manage and expand on-campus after school arts programs.
- Work with the Development department to help conceive and write funding proposals and reports.
- Support the implementation of the BRCA Scholarship program.
- Represent BRCA at appropriate community events and make presentations to local groups to encourage community partnerships, participation, and collaboration.
- Develop ongoing strategy and outreach initiatives to ensure that BRCA education is reaching a diverse network of students, reflecting our community.

ASSESSMENT AND EVALUATION
The Director of Education will:

- Support development of the narrative, analytics, and reporting of BlackRock grant programs.
- Design assessment and evaluation tools to determine the impact of programming on learning, experience including constituent and participant voice data.
- Monitor, assess, and improve effectiveness of educational programs by following enrollment trends and provide informative reports highlighting needed areas of growth with recommendations for improvements, including future partnerships.
- Work closely with Education Manager to forecast, monitor, and evaluate class enrollments to identify income potential or losses and initiate strategies to ensure revenue goals.
- Identify, recruit, supervise, evaluate, and serve as central contact point with all performing and visual arts faculty and Summer Camp directors, counselors, and counselors in training.

OTHER RESPONSIBILITIES

The Director of Education will:

- Represent education programming at weekly staff meeting, scheduling meetings and marketing meetings where applicable
- Serve as engaged and involved team member, supportive of the varied experiences and perspectives of internal and external customers
- Support and actively build an office culture dedicated to superior customer service that exceeds member expectations
- Serve organization for all-hands-on-deck events, including Juneteenth, Hispanic Heritage Month Celebration and BlackRock Celebrates the Season
- Assume other responsibilities as assigned

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit, stand, walk, and work at a computer relative to an office environment
- Ability to lift and/or move up to 25 pounds
- Ability to work a flexible work schedule, including weekends and evenings, as required

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS

- Bachelor’s degree in arts education, fine arts, performing arts, or related field is required (Master’s degree preferred)
- Preferred 7–10 years of arts education and program development experience, certified educator preferred
- Knowledge and/or expertise in a variety of performing and visual arts disciplines
- Demonstrated ability to develop strong volunteer and professional partnerships and alliances
- Detail oriented with exceptional organizational and time management skills
- Excellent written, research, oral, and presentation communication skills
• Effective interpersonal skills with strong problem-solving experience
• Strong project management skills and the ability to handle multiple activities simultaneously
• Proficiency in MS Office required with good spreadsheet and analytical skills
• Agile in planning, ability to do more with less
• Experience with relational databases
• Proven ability to work independently in a fast paced and collaborative team-based environment

EQUAL OPPORTUNITY EMPLOYER
Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, or national origin.