

INTERNAL JOB ANNOUNCEMENT



POSITION: Arts Education Manager
FLSA: Exempt, Full-Time

DEPARTMENT: Field Services
SUPERVISOR: Vice President of Field Services
LOCATION: Washington, DC, Office

SCOPE

The Arts Education Manager works to meet Americans for the Arts' goal of ensuring that every American has access to high-quality arts education by addressing issues related to arts education research, policy, sustainability, and visibility. This position works cross-departmentally to gather data; streamline industry resources; and disseminate information and tools to local arts agencies, organizations, and educational entities in an effort to inform decision-makers and stakeholders on the value of arts education. Specifically, this includes maintaining the Arts Education Network and its advisory Council; executing and/or assisting with survey and research projects; providing technical assistance and training; and researching trends and policies in arts education at the local, state, and national levels.

KEY DUTIES AND RESPONSIBILITIES

The primary function of the position is to serve as the arts education specialist on issues related to research, policy, advocacy, and professional development. The Arts Education Manager reports to the Vice President of Field Services. Responsibilities include, but are not limited to:

Arts Education Network and Council

- Maintain the Network's listserv
- Provide technical assistance to members of the Network
- Recruit members to the Network
- Coordinate the development and operation of the Arts Education Council
- Serve as staff liaison between the Council and Americans for the Arts
- Participate and facilitate Council and committee meetings
- Draft meeting notes, all necessary correspondence, and Council documents
- Organize annual in-person meeting in conjunction with summer convention
- Assist committees with projects and assignments
- Manage the Council elections process
- Draft updates on Council progress for Americans for the Arts' Board reports
- Keep Network informed on Council developments and projects

Arts Education at Americans for the Arts

- Coordinate events to coincide with Americans for the Arts' activities such as the annual convention, Arts Advocacy Day, and National Arts and Humanities Month
- Work with Research Department to inform annual *Monograph* that explores issues relevant to the field of arts education

- Work with the Research Department to conduct survey of local field-based arts education coordinators to determine needs and program directions

Partnership with the National School Boards Association

- Participate in planning group—comprising Americans for the Arts and NSBA representatives—to determine effective arts education advocacy messages for school board members nationwide
- Define scope of work and time line for project
- Maintain content for online resource center
- Coordinate focus groups for NSBA 2005 annual convention
- Work with the Research Department to conduct and analyze results of a survey of national school board leaders on local arts education policy and infrastructure
- Determine and implement next steps for partnership with NSBA

General Support

- Update and maintain content for the arts education section of the website
- Identify new opportunities for strategic alliances
- Provide technical assistance on inquiries related to arts education practice, theory, and policy
- Identify potential members—both individual and organizational—that have a vested interest in arts education
- Identify arts education publications for the Americans for the Arts bookstore that would benefit constituents
- Work with development staff to secure funding for arts education initiatives
- Participate in the Arts Education Partnership and serve as the Americans for the Arts liaison when appropriate
- Attend relevant conventions and events
- Develop annual arts education program budget

QUALIFICATIONS

- Masters Degree in arts education or related field
- Minimum of three years professional experience
- Excellent organization skills
- Creative problem-solver with proven writing and administrative talents
- Ability to work independently and collaboratively
- Knowledge of arts education field experts and practitioners