



Young  
Audiences  
Arts for  
Learning

Oregon & SW Washington

## **Programs Director – Job Posting**

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**Date Posted:** June 29, 2017

**Application Deadline:** July 31, 2017; Projected start date in September 2017

**Position Status:** Full-time

**Compensation:** \$20-23 per hour depending on qualifications, plus benefits

**Reports to:** Executive Director

### **Position Summary**

Young Audiences of Oregon & SW Washington is seeking outstanding candidates to oversee the implementation, ensure the continuous improvement, and shape the future of programs at our region's most comprehensive and dynamic arts education non-profit organization.

Leading a small but mighty team of dedicated Programs staff, and collaborating with teachers and artists of all stripes, the Programs Director manages arts-in-education programs serving over 70,000 students in 200 school and community settings across Oregon & SW Washington each year. The Programs Director will bring a deep knowledge of the arts education field to the role, an innovative vision for its future in our region, as well as the people skills, resilience, adaptability, and strategic thinking needed to realize that vision.

The Programs Director will work closely with the Executive Director, Development Director and Board of Directors to build and monitor program budgets; establish and foster inter-organizational partnerships; plan and deliver professional development for artists and teachers; research best practices nationwide; establish evaluation and documentation plans; and roll up their sleeves and fire up their brains however circumstances demand to guarantee that young people in Oregon & SW Washington, no matter their background, derive the benefits of creative learning.

Young Audiences of Oregon & SW Washington is an equal opportunity employer and we strongly encourage applicants of all backgrounds, including people of color and from communities underrepresented in the arts and education fields.

## **Essential Position Responsibilities**

The Programs Director's responsibilities include, but are not limited to:

- Ensure quality and consistency of Young Audiences (YA) programs
- Supervise and support the professional growth of Programs staff
- Build and manage budgets for YA programs with Operations staff
- Partner with Development staff on grants, events, communications and fundraising efforts
- Collaborate with Operations staff on designing and improving program systems
- Coordinate artist and educator advisory committees
- Facilitate the YA Programs Committee
- Serve as Programs liaison to the YA Board of Directors
- Support artists and teachers in their professional growth
- Manage contractor and vendor relationships
- Envision and secure organizational partnerships and community collaborations
- Craft and oversee implementation of program evaluation and improvement plans
- Build collaborative relationships with school district staff and educators
- Formulate ideas for new programs responsive to the needs of a changing region
- Follow emerging arts education research and best practices
- Exchange ideas with colleagues in the nationwide YA network and beyond
- Actively support the mission of YA
- Represent YA in the community
- Perform other duties as assigned

## **Qualifications and Experience**

### **Required:**

- 3 years minimum professional experience in arts education or related field
- Commitment to the mission of YA and belief in the power of arts education
- Excellent interpersonal and communication skills, both written and oral
- Great organizational skills and time-management habits
- Entrepreneurial and self-directed attitude
- Comfort multi-tasking and agility balancing multiple projects simultaneously
- Demonstrated ability to work independently
- Demonstrated ability to establish and maintain effective working relationships
- High professional and ethical standards

- Experience working with diverse communities and a commitment to cultural sensitivity and fluency
- Sense of Humor
- Strategic outlook paired with keen attention to detail
- Proficiency with standard office technology and software (e.g. Google, Office)
- Eagerness to learn new things
- Ability to pass a school background check

**Preferred:**

- Experience managing employees
- Experience working with a Board of Directors or other oversight body
- Proficiency in non-English languages and cultures
- Familiarity with local arts and education landscapes
- Comfort with social media and emerging technology
- Proficiency with Salesforce or other CRM platform
- College degree
- Graphic design or media skills are a bonus

### **Application Process**

Please submit your application to Young Audiences by email ([jobs@ya-or.org](mailto:jobs@ya-or.org)), in person, or by postal mail (1220 SW Morrison Street, Suite 1000, Portland, OR 97205) including **a cover letter, resume, and list of three references**. Subject line should include “Application – Programs Director”. Young Audiences is an equal opportunity employer and we strongly encourage applicants of all backgrounds.

### **About Young Audiences of Oregon and SW Washington**

**Young Audiences Arts for Learning of Oregon & SW Washington** is our region’s most comprehensive arts in education nonprofit organization, serving kids, teens and families in partnership with artists, educators, and community organizations since 1958. Young Audiences provides workshops, residencies and performances across performing, visual, media and literary arts disciplines for young people in school and community settings; offers training for artists to be more effective educators; gives classroom teachers the tools to integrate the arts into their teaching practice; and brings fundraising support to schools for arts education through the Run for the Arts. Young Audiences is a dynamic, forward-thinking organization with a dedicated, mission-driven, creative work culture. Visit [www.ya-or.org](http://www.ya-or.org) for more information.