



Job Description

Arts In Education Program Director Part-time Position

Through its Arts in Education division, PCA grants funding to the Cultural Alliance of York County to provide service to the region of Adams, Franklin, Fulton, and York Counties. This AIE partnership (stARTSomething) is one of 14 arts-in-education partnerships in Pennsylvania and is entirely a grant supported program.

The AIE program coordinator is central to the operation of stARTSomething. This individual works as an advocate for the arts and artists and must thrive working independently and in collaboration with artist teams and the Cultural Alliance. The core responsibilities include:

PROGRAM DEVELOPMENT AND MANAGEMENT

- Teaching Artists
 - Locate, identify and develop potential teaching artist candidates.
 - Initiate and manage related activities such as artist application/review processes; information sessions; mailings, and artist trainings.
- Host Sites
 - Locate and develop potential host sites for residencies.
 - Initiate and coordinate meetings and presentations given to teachers, community leaders, organizations, school administrators, and constituents regarding stARTSomething, leading those presentations when necessary.
- Manage all aspects of artist residencies including residency applications, income from host sites, observations, evaluations, and payments. Initiate and/or coordinate communication among relevant constituents (artists, managers, teachers, PCA, etc.)
- Manage regional Poetry Out Loud program; collaborate with PCA for support, state guidelines, and policies.
- Initiate and manage other related activities such as PCA and CAYC reports, advisory group meeting, and related functions that support the partnership.
 - Communicate with primary granting organization—the Pennsylvania Council on the Arts (PCA)—in matters related to stARTSomething and the PCA’s requirements for successful execution of the grant. Follow the guidelines for Pennsylvania Council on the Arts – Arts in Education Partnership as put forth in the AIE Partnership Handbook.
 - Gather information, maintain database of activities, and work to interpret data necessary for grant reporting and program evaluation and monitor, record, and collect other pertinent data for grant writing and reporting including narratives, financial statements, statistics, evaluations, observations, etc.
 - Compose and submit annual final reports and grant proposals to the PCA; compose and submit summary of monthly activity to the Cultural Alliance and its board.
 - Attend state or regional meetings and conferences related to arts in education such as the semi-annual PCA Partners’ meetings, arts-related conferences, and planning meetings as necessary.

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www.CulturalYork.org



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ADVOCACY

- Manage the stARTSomething community advisory group including meetings, member management, and regular direct communication.
- Participate in Arts Advocacy events locally, regionally, and statewide as appropriate.
- Promote the importance of arts education on a regional level at every event organized by stARTSomething.

OFFICE MANAGEMENT

- In collaboration with the Cultural Alliance, manage all fiscal matters related to stARTSomething including tracking all income and expenses related to the AIE Administrative grant as well as the AIE Residency grant per PCA reporting requirements and CAYC accounting policies.
- Maintain and update stARTSomething website.
- Maintain and update mailing lists and contacts for multi-media use; collaborate/consult with the Communications Director for the Cultural Alliance on messaging and delivery.
- Maintain reasonable files and records of all activities and programs.

REQUIRED

- Bachelor's degree or 5 years of related experience in arts education.
- Project management experience.
- Excellent written and verbal communication skills.
- Valid driver's license and able to drive to locations in the Adams, Fulton, Franklin, and York County service area for meetings, project oversight, and observations.
- Knowledge of Microsoft office suite, email, and internet research.
- Experience managing a budget.

PREFERRED

- Bachelor's degree in education with a concentration in music, art, or theatre.
- Background or experience in areas of the arts and/or education, grant writing, grant reporting, and public speaking.
- Experience working with teaching artists and placing artists in classrooms.
- Demonstrated success writing and administering grants.
- Established relationships with Pennsylvania artists and ability to identify artists with teaching potential.
- Established relationships with service area K-12 schools and community centers.

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