

ArtistYear: COLORADO Lead Job Description

Hours: Full-time, 40 hours/week

FLSA Status: Exempt

Salary: \$50,000 - \$60,000 Annually

Location: Denver, CO (with regular travel to Roaring Fork Valley, CO)

Report To: National Program Director

About ArtistYear

ArtistYear is dedicated to addressing inequities in Arts Education for K-12 students. To ensure that every low-income student in America has the opportunity to reap the social-emotional and academic benefits associated with arts learning, ArtistYear's founders created a National Service Arts Corps. We develop and support AmeriCorps Fellows, higher-education graduates from various artistic disciplines, and place them as full-time teaching artists in Title 1 schools to expand and deepen arts education for low-income students. This innovative strategy serves not only to significantly bolster arts education for youth, with all its attendant benefits, it also enhances the capacity of schools, benefits the larger community, and underscores the importance of service for the next generation of artists and arts educators. Launched as a pilot program in Philadelphia and certified as a 501c3 in 2016, ArtistYear was recognized as the first AmeriCorps national/state organization dedicated to service through the arts in summer 2017. In addition to its services in Philadelphia, ArtistYear now has satellite programs in The Borough of Queens, New York as well as in rural North Carolina and Colorado.

Position Overview

The ArtistYear Colorado Regional Lead is responsible for developing, executing, and championing successful ArtistYear Colorado programming in Denver and the Roaring Fork Valley. This includes: the supervision and mentorship of ArtistYear Fellows; leadership for professional development and training of Fellows; oversight and management of collaborative school partnership design and execution; establishing a presence for ArtistYear CO in the arts/youth development/service year ecosystems; and the administrative leadership of the Denver and Roaring Fork Valley programs, including regular communication and collaboration with our partners including Aspen Music Festival and School, Basalt Regional Public Library, Adams 14 School District personnel and our National program leadership.



Qualifications

- Strong background in the arts and education, with an ability to support and mentor novice teaching artists working in Title I Schools
- Bachelor's Degree or Equivalent Experience required
- Track record of successful program execution with multiple stakeholders
- Ability to obtain all clearances required for working in a school setting

Knowledge, Skills & Abilities

- Strong leadership skills, with the ability to manage a diverse team of individuals to achieve results
- Willingness to work collaboratively in a start-up environment, with a flexible mindset
- Knowledge of art education pedagogy, standards, and curriculum
- Experience working in school or community settings
- Experience working with youth
- Fluent in Spanish
- Excellent verbal and written communication skills, with an ability to speak to a wide range of constituents
- Superb planning and project management skills, with attention to detail and ability to follow through
- Proficiency in Microsoft Office and software applications such as G Suite and Slack preferred

Job Responsibilities

1. Supervise and Coach ArtistYear AmeriCorps Fellows

Recruitment & Placement:

- Oversee Fellow school and partner-teacher placements and the programming during the year to ensure all benchmarks, performance standards, and impact goals are met. Coordinate and communicate location-specific cohort needs with the ArtistYear's Recruiting & Alumni Engagement Director during the recruitment season.
- Assist with various potential Fellow candidate interviews as needed.

Service Year:

- Support Fellows in the development and execution of curriculum and pedagogy; Ensure quality through regular formal and informal classroom observations.
- Conduct mid-year and year-end reviews with Fellows.



- Establish routine communications with and between Fellows to foster a culture of feedback, support, and shared learning. This includes leading a weekly cohort meeting and conducting daily virtual “check-ins” via Slack to promote shared consciousness and accountability.
- Hold Fellows accountable for deliverables, such as digital content creation, curriculum, attendance at trainings and meetings, school placement assignments, and year-end reporting.
- Support and monitor each Fellow’s compliance, rules, and regulations at service-sites; Oversee and approve timekeeping of service hours through OnCorps.
- Mentor Fellows on issues of teaching artistry, such as lesson planning, pedagogy, classroom management, school partnerships, and individual student issues.
- Identify and plan professional development opportunities for Fellows that fit within the larger curriculum arch of ArtistYear; Codify for national use.
- Ensure Fellows collect and maintain appropriate records as required, including student data for evaluation efforts.
- Mentor Fellows on career, leadership, and personal development goals.

2. Partnerships and Ecosystem Presence

Schools:

- Develop strong professional relationships with school partners; serve as ArtistYear supervisor and liaison between the Fellow and partner-school community.
- Understand the long-term vision for the school arts program; collaborate to ensure ArtistYear programming supports this work while also meeting ArtistYear goals; Encourage Fellows to work collaboratively to support school partner goals, capitalizing upon partner needs, desires, strengths, and opportunities.
- Communicate regularly with the school site’s designated ArtistYear supervisor around Fellow performance, school-site needs, scheduling logistics, etc.
- Visit sites regularly for informal observations and partnership meetings.
- Ensure that school partners understand and uphold the ArtistYear school service-site partner agreement, including Fellow and school partner obligations, responsibilities, and AmeriCorps compliance.
- Conduct regular and ongoing partnership check-in meetings and communication to assess partnership standing.
- Collaborate with school leadership to acquire necessary student data for ArtistYear evaluation efforts.

Districts:

- With support from the National Program Director, develop and maintain relationships with the Adams 14 School District, the Roaring Fork School District and other district partners in the Denver region to be determined.



Ecosystem Partners:

- *Colorado Community Arts Network:* Attend meetings as ArtistYear representative as needed; Connect ArtistYear programming/Fellows to arts partnership/training opportunities locally and state-wide.
- *AmeriCorps & Serve Colorado Network:* Attend meetings as ArtistYear Representative; facilitate relationships between ArtistYear Fellows and other AmeriCorps members when appropriate.

3. Administrative Leadership for CO Programming

- Organize and provide updates for meetings with ArtistYear Leadership on program benchmarks, annual goals, and administrative deadlines.
- *Reporting:* Produce monthly, mid-year, and annual reports as required, using ArtistYear provided template.
- Provide oversight for digital content creation of Fellows (i.e., videos or presentations created for external purposes).
- Record and capture Fellows' data deliverables and progress, observations and general service impact information for ArtistYear and donors.
- Understand and maintain decision spaces and escalation reporting to leadership team as required.
- Support the logistical execution of ArtistYear CO events and activities, including annual graduation.
- Support the ArtistYear National leadership in the preparation and execution of the Onboarding & Training Institute.

4. Best Practice Sharing

- Work with National Program Director to implement identity/community curriculum overlay for ArtistYear Fellows.
- Work with the ArtistYear National Program Director to create, identify, and/or codify best practices (i.e., program models, partnership collaborations, etc.).
- Collaborate with National Program Director to codify Professional Development Arch for sharing nationally.
- Pilot, refine and report back on new systems or initiatives for national deployment.

Supplemental Information

A cover letter and resume must be submitted with the application for consideration. Your cover letter and resume must provide sufficient detail about your background and experience to allow the screening panel to properly assess your experience in the required elements, including your experience and achievements.

We offer a generous benefits package including:



- Annual 10 days of Paid Time Off (including sick and vacation leave)
- 10 paid holidays per year
- Medical Health Insurance Reimbursement
- Training and professional development
- Flexible Work Schedule and ability to work remotely

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Julia by email julia.durkin@artistyear.org at least five business days before the closing date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Conditions of Employment: Applicants must pass a thorough background check prior to employment.

ArtistYear is an Equal Opportunity Employer.

It is the policy of ArtistYear to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status.

