



## **JOB DESCRIPTION | PROGRAM MANAGER, ARTS EDUCATION PROGRAM**

The School of Arts and Culture at Mexican Heritage Plaza (SOAC) is seeking well-qualified candidates for the Arts Education Program Manager. This position holds primary responsibility for the implementation of the Arts Education Program that serves between 800 and 900 students annually with instruction rooted in Mexican traditions with a multicultural perspective. Located in East San Jose, our work environment is dynamic, collaborative, and exciting. The School invites applications and nominations of candidates with the skills, characteristics, and experience described below. The full-time position reports directly to the Associate Director.

### **Organizational Background**

In 2007, the City of San Jose sought new uses for the Mexican Heritage Plaza (MHP), the six-acre, \$35M, city-owned facility in East San Jose. A community assessment determined that the MHP should become a school of arts and culture. In 2010, the City approved the Committee's recommendation to create the SOAC, which was incorporated as a nonprofit agency in 2011 and made the permanent operator of the MHP by the City of San Jose in 2013. Today, SOAC programs engage 70,000 annually in community events and arts experiences as a vibrant arts and cultural destination and community hub. The SOAC is a 501(c)(3) organization.

### **Vision, Mission, Values**

SOAC envisions a world where creativity inspires compassion and vibrant communities. The organization's mission is to catalyze creativity and empower community. SOAC is guided by the following values:

- **CREATIVITY:** We believe in the transformative power of the arts. Creativity is the foundation of our humanity.
- **HERITAGE:** Heritage encompasses cultural traditions and foundations that groups share. We connect to our collective past experiences as they inform and help to define current contexts and future hopes. We celebrate our heritage even as we create new experiences.
- **INCLUSION:** Inclusion is a state of belonging. The School believes that the equitable access to resources ensures a thriving community. Therefore, the Mexican Heritage Plaza is open and welcoming to everyone.
- **PLACE:** The concept of place is broader than a single facility. As an anchor organization for East San Jose, the School of Arts and Culture activates the vibrancy and celebration of our local community. We take pride in the richness and potential of our Eastside neighborhoods.
- **SERVICE:** The School considers itself a servant of the community. We recognize that in order to inspire leadership, we must approach every interaction from a place of humility and respect.

### **About the Arts Education Program at SOAC**

The Arts Education Program is grounded in the truth that arts education transforms lives. The SOAC believes, as research indicates, that creative experiences in the arts offer students the opportunity to “envision and set goals, determine a method to reach a goal, and try it out, identify alternatives, evaluate, revise, solve problems, imagine, work collaboratively, and apply self-discipline” (The California State Board of Education – Visual and Performing Arts).

The goals for the Arts Education Program are to engage youth, ages 4 to 18, in positive, culturally relevant, safe and empowering learning experiences that will inspire and strengthen the youth and families of San Jose to be agents of positive change. To reach these goals, the SOAC seeks to achieve the following objectives: 1) Offer East

San Jose students access to arts education; 2) Activate a community asset – the Mexican Heritage Plaza, where SOAC is located; and 3) Offer quality student learning experiences in the arts.

The Summer Program includes a Summer Day Camp and a Mariachi Conservatory. The Summer Day Camp provides ten days of arts engagement opportunities in visual and performing arts. The Mariachi Conservatory offers 10 days of intensive Mariachi training.

The School-year Program aligns with the academic year and is divided into Fall, Winter, and Spring quarters. Classes meet weekly over the course of ten consecutive weeks offering instruction in music and dance.

SOAC partners with the Cashion Cultural Legacy and the Los Lupeños Academy year round to deliver folklórico dance instruction.

### **Position Summary**

The Arts Education Program Manager assumes primary responsibility for the successful function of the Arts Education Program in service to the objectives of the program. The position reports directly to the Associate Director. This is a full-time position on-site at the School of Arts and Culture.

### **Essential Duties:**

- Coordinate and execute the Arts Education Program, including daily operations and the implementation of ongoing projects
- Supervise and manage the program staff, including the School Registrar
- Collaborate with the SOAC's marketing consultant to define marketing schedules and prepare content for communication pieces such as marketing collateral, talking points, and other information for web and social media channels
- Implement and refine administrative systems and tools such as registration, financial aid, and instrument rentals
- Recruit and coordinate the teaching artist faculty, and support team, including scheduling, acquiring supplies, orientations
- Develop and maintain positive rapport to manage relationship with partners, such as Cashion Cultural Legacy
- Address concerns of students, parents, faculty, and colleagues in a courteous, effective and timely manner and bring concerns to resolution
- Ensure communications to parents and partners are clear and timely, such as schedule changes, class cancellations, registration deadlines, and process changes
- Oversee policies, procedures and decisions to ensure a safe and supportive learning environment for students
- Manage and track revenue and expenses for the Arts Education Program; work with the Associate Director as program budgets are developed and financial information is reviewed and analyzed
- Collect and analyze program data to inform marketing and program decisions
- Manage the equipment and materials of the Arts Education Program, including visual arts supplies, and the care and condition of instruments.

### **Other responsibilities also include:**

- Provide guidance to and collaborate with internal and external partners as necessary, including parents, faculty, organizational partners and other community stakeholders
- Coordinate with the Associate Director to draft and monitor contracts for individuals working with SOAC, including the teaching artist faculty, partners, and support teams
- Collect and track invoices from teaching artist faculty, and coordinate with Finance lead to ensure payment

- Represent the Arts Education Program at community events as needed
- Conduct classroom observations to ensure the quality of arts instruction
- Conduct faculty and parent orientations
- Coordinate and oversee the evaluation and assessment of the Arts Education Program through data collection, deployment of survey instruments, and the tracking of identified program indicators
- Ensure the data integrity of student and program information
- Collaborate with senior staff and consultants on grant proposal writing and donor cultivation activities as needed
- Complete ongoing deliverables including, class schedules, faculty development, and student performances

**Minimum Qualifications:**

- Bachelor's Degree in Art Education, Music Education, Community or Museum Art, Arts Administration, or related field
- Bilingual/Biliterate in English and Spanish, with an ability to create formal written communications in Spanish
- A minimum of five years of experience working in the field of arts administration or education administration, with four years of demonstrated success in the coordination, implementation and management of educational programs
- Strong written and oral communication and interpersonal skills with the ability to act as a resource, provide customer service in a courteous manner to, and work effectively with diverse groups of people at various levels both internal and external to the SOAC
- Proficiency with general office software programs, including MS Office and FileMaker
- Must pass Department of Justice background check and document a negative TB test result within the past two years.

**Desired Qualifications:**

- Master's Degree in related field preferred, such as Arts Education, Music Education Administration, Business or Project Management
- Knowledge of California State Board of Education Visual and Performing Arts Content Standards
- Knowledge of Quality Standards for Expanded Learning Programs approved by the California Department of Education After School Division
- Ability to conceptualize and design new processes for continuous improvement of program design, implementation, and impact
- Skills to identify issues involving conflict and approaches to resolution
- Experience with instructional design
- Five years of experience in non-profit organizations
- At least one year of classroom experience with youth
- Familiarity with arts rooted in Mexican traditions

The SOAC is an equal opportunity employer. This is a full-time position with benefits; compensation is commensurate with qualifications and experience. Some evening and weekend work is expected, totaling up to 8 hours per month.

Applications and nominations will be accepted until July 31, 2018. Please send a cover letter, resume, and references to [jobs@schoolofartsandculture.org](mailto:jobs@schoolofartsandculture.org). Applications will be reviewed through August 15, with requests for interviews to immediately follow.

For more information go to <http://schoolofartsandculture.org>.