

Arts for All of Northern Michigan Program Director

The Employee shall perform the following tasks or duties:

This position is designed to

- oversee and direct the art education programs for individuals with disabilities,
- including monthly art and culture community outings,
- community festivals and events, quarterly dances for adults with disabilities,
- Winter/Spring In-Classroom Programs, and the
- development of additional year-round programming.
- We serve approximately 2,500 individuals in the 5-county area,
- as well as 40+ classrooms/schools, and growing.

This list is non-exhaustive.

This is a fun, creative, and rewarding position. We believe in work-life balance, and offer a positive work environment.

Program Development 20%

- Working in partnership with the Executive Director, assess and stay up to date on accessible art and culture programs best practices, with application to current programs.
- Manage and facilitate programs and stay in communication with teachers, teaching artists, and students for continuous development.
- Maintain and continue development of evaluation systems and data collection, to set appropriate goals and successfully measure outcomes of all programs.

Artist & Volunteer Training and Oversight 20%

- Orchestrate meetings and orientations with teaching artists and volunteers prior to monthly and annual programs.
- Develop, schedule, and communicate appropriate training and professional development for teaching artists and volunteers on a regular basis.
- Observe, evaluate, and provide appropriate feedback for all teaching artists on a regular basis (ED).

Program Scheduling & Attendance 60%

- Schedule, Communicate, and Implement all necessary factors for monthly accessible arts and culture programs for individuals with disabilities and their families. This includes first contact, maintaining expenses within a budget, monitoring registrations, scheduling volunteers, and being in attendance at the programs.

- Attendance at all monthly programs and quarterly dances, community festivals/events, and as other duties allow at Winter/Spring In-Classroom Programs.

Position Qualifications:

- Experience working with people with disabilities
- Strong commitment to [A4A's Mission](#)
- Bachelor's Degree in Special Education or related field desirable
- Experience in advocacy
- Strong leadership skills
- Strong written and verbal communication skills
- Strong multi-tasking and organizational skills
- Strong presence in Northern Michigan Arts and Culture community
- Detail-Oriented
- Excellent interpersonal and social skills
- Marketing back-up: social media/website/community calendars/class flyers
- Proficiency or willingness to learn Google Suite, Microsoft Office Suite, Jotform, Mailchimp, CANVA.

Compensation/Benefits:

This is a part-time permanent position. Pay is up to \$20 an hour and scheduled to work 30-35 hours a week.

This role is currently not eligible for medical or leave benefits.

Arts for All of Northern Michigan is an Equal Opportunity Employer and is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. We do not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status or any other legally protected classification or status.