DIRECTOR OF ADULT ARTS EDUCATION AND PROFESSIONAL DEVELOPMENT EXPANSION

**Time Commitment:** 25 hours/week  
**Compensation:** $23-$25/hour dependent upon experience  
**Location:** Remote with periodic in-person teaching and meeting commitments in Chittenden County, VT  
*(and additional locations across Vermont in the future)*  
**Reports To:** Executive Director  
**Classification:** Regular Part-Time Employee  
**Proposed start date:** August 21, 2023 (with some flexibility into early September for the right candidate)

**HOW TO APPLY:**

Please visit [this link](#) to apply by August 7, 2023.

Have questions or need application materials in an alternate format? Please contact Sarah Brown, Executive Director.

**OVERVIEW**

This position is a part-time role at 25 hours per week and is part of the management team of [Inclusive Arts Vermont](#), a statewide nonprofit organization dedicated to using the magic of the arts to make Vermont a more accessible and inclusive place for people with disabilities. Our arts education, cultural access, and professional development programs engage thousands annually across the state. The Director of Adult Arts Education and Professional Development Expansion will work closely with the Executive Director to manage the Adult Arts Education program and with the Director of Community Partnerships to further cultivate and expand the organization’s professional development offerings. In addition, the Director of Adult Arts Education and Professional Development Expansion will serve as a Teaching Artist in the organization’s Adult Arts Education program (with possible future opportunities to teach in other program areas as well, dependent upon experience and location).

This is a permanent position with the potential to grow into a full-time role.

Inclusive Arts Vermont offers a generous paid time off package. Learn more about our paid time off accrual by visiting our personnel policy (see section 8, Annual Leave). Regular Part-Time Employees working at least 20 hours per week are eligible for a pro-rated number of leave days based on their percentage of a full-time schedule.
DUTIES & RESPONSIBILITIES

Direct Adult Arts Programs (60%):

- Oversee all aspects of Adult Arts programs to ensure high quality programs occur that are in alignment with Inclusive Arts Vermont’s mission, vision and values
- Build and maintain partnerships with Community Partners
- Build and maintain partnerships with Venue Partners
- Create robust program calendars for Community Partners (current and future partners) that meet consumer and staff needs and requests with a typical total of 5 classes per service organization per program year (October to June) that represent a variety of artistic genres and focus on skill building, socialization and consumer’s personal goals
- Manage and oversee program budgets to balance quality community programming with cost projections
- Book venues and dates
- Manage invoicing and payment for venue fees
- Book and manage Teaching Artists
- Communicate with Community Partners, teaching artists and individuals to ensure each class is well attended and goes smoothly, reschedule classes as needed, etc.
- Provide means of program evaluation and feedback
- Recruit, train, supervise and manage Teaching Artists to work in Adult Arts Classes. Includes observing and providing feedback to active Teaching Artists.
- Attend residency wrap up meetings whenever possible
- Attend the first and last class of each Adult Arts session when possible (provide welcome remarks, conduct evaluations, etc.)
- Facilitate ongoing professional development for teaching artists
- Create and manage partner contracts
- Create and manage Teaching Artist contracts
- Invoice Community Partners as appropriate for Adult Arts Education programs
- Approve teaching artist timesheets and mileage/reimbursements in alignment with program budgets and contracts
- Collect and deliver program data and other deliverables to fulfill grant requirements and/or community partner contracts
- Explore opportunities to expand Inclusive Arts Vermont’s Adult Arts Education program more broadly through research, connection building, and capacity development

Professional Development Leadership (20%):

- Expand Inclusive Arts Vermont’s professional development offerings for businesses and organizations across the state, both in-person and online in collaboration with the Executive Director and Director of Community Partnerships
● Build a roster of Teaching Artists equipped to deliver trainings for organizations to meet growing capacity needs in collaboration with existing staff
● Plan and deliver professional development opportunities around inclusive practices for community partners as opportunities arise 2-4x per year

Teaching Artist Work (15%):

Core Teaching Expectation:
● Teach at least 2 Adult Arts Education classes per program year (approximately 1.5 hours per week for 6-8 weeks per class)

Possible Teaching Opportunities:
● Dependent upon candidate location and experience, opportunities and requests may emerge for teaching at Start With the Arts sites (Inclusive Arts Vermont’s early childhood program) several times per year

Admin Team Member (5%):
● Attend weekly and monthly staff meetings, anti-oppression meetings and occasional board meetings
● Write monthly program updates for Board and management team
● Attend public facing programs and fundraising events
● Other duties as assigned

CULTURE OF INCLUSION
At Inclusive Arts Vermont, we believe that we all bring different strengths to the management team and celebrate them. Additionally, all employees of the organization are expected to participate in and support a culture of inclusion, through the support of other staff members as needs arise.

SUPERVISION EXERCISED
Teaching Artists in the Adult Arts Education program are supervised by the Director of Adult Arts Education.

SUPERVISION RECEIVED
General direction and supervision is received from the Executive Director.

QUALIFICATIONS
● Passion for the mission of Inclusive Arts Vermont and an interest in diversity awareness and disability inclusion
● Experience with program management and coordination
● Experience scaling a program to meet growing demands or opportunities
● Experience building relationships with a wide range of community partners
● Experience managing staff and navigating supervisory responsibilities
• Experience teaching in a school or community setting and/or facilitating trainings in a professional setting
• Strong written communication skills
• Strong time management skills, ability to prioritize and meet deadlines
• Knowledge and understanding of Results Based Accountability
• In-depth knowledge of Google Drive and Microsoft Office
• Strong verbal and interpersonal communication skills
• Excellent problem-solving skills
• Ability to maintain confidentiality of sensitive data and high level of discretion
• Ability to pass agency’s background checks

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Employment is contingent upon:

• Verification of the individual’s identity by examining the individual’s government-issued photo identification card, such as a driver’s license
• Completion of a Vermont Criminal Information Center record check
• Review of the National Sex Offender Public Registry
• An FBI fingerprint check

Any individual who does not consent to the above screenings, or who makes a false statement in connection with the above screenings, will not be eligible for employment or placement in Inclusive Arts Vermont programs.

Appropriate staff will review the findings of the background check information, as they become available. Confirmation of an offer of employment will be contingent upon the completion of the above background checks, and a finding that the information in these records was accurate, complete, and non-disqualifying. Inclusive Arts Vermont will follow all Vermont Criminal Information Center policies related to the employers’ maintenance of criminal record check information.

Unfavorable background check information is not an automatic bar to employment or placement at Inclusive Arts Vermont. Unfavorable information obtained from these background checks is reviewed by the appropriate staff, with consideration given to:

➢ the date and nature of the conviction
➢ age of the applicant when the offense was committed
➢ whether there is any evidence of a criminal pattern
➢ the nature of the employee’s or volunteer’s work role(s) at Inclusive Arts Vermont
An employee, volunteer or candidate may dispute the factual accuracy of the result of a background check with the appropriate agency. Upon request, Inclusive Arts Vermont will provide the individual with appropriate contact information to dispute a finding. In this case, a final enrollment decision will be based on the official resolution of the dispute.

Any Inclusive Arts Vermont offer of employment or volunteer placement will be considered conditional pending hiring and supervisory staff’s review of the applicant’s background check information, as obtained from the Vermont Criminal Information Center, the National Sex Offender Public Registry, and an FBI fingerprint check. Inclusive Arts Vermont reserves the right to terminate an employee or volunteer immediately if information discovered through a background check after the applicant commences their employment or volunteer placement reveals a previously unknown criminal record, the content of which is determined by Inclusive Arts Vermont hiring and supervisory staff to disqualify them to work for Inclusive Arts Vermont in that capacity.

In accordance with state law, Inclusive Arts Vermont cannot disclose the information in the background check to anyone other than the applicant.