



Arts Integrations Schools Manager

Arts Every Day serves as a strategic partner to the school district in advancing equitable access to the arts and implementing the 2018 Fine Arts Strategic Plan. The organization provides teacher professional development, arts integration technical assistance, and funding for student arts experiences, school-based public art projects, arts equipment, and supplies. The success of the work relies on the vibrant partnerships with district leaders, schools, educators, parents, students, artists, community and cultural organizations.

Mission: The arts, for every student, in every Baltimore City Public School, every day.

Equity: The arts are for everyone. In Baltimore City, historical oppression, systemic and institutional racism continue to contribute to inequitable access to a quality education that includes the arts. The arts are a human right. In our daily work we strive to: amplify the voices of underrepresented communities we serve, especially people of color; reflect the communities we serve within our arts partners, staff, and board of directors; advocate for funding, policies, and practices that remove barriers and advance equitable access to the arts; honor the artistic creative voices and lived experiences of our youth.

Vision: We envision a future where every student attending a Baltimore City Public Schools has equitable access to a transformative arts education that prepares them to join generations of artists, leaders, advocates, makers and supporters of the arts.

Arts Every Day Schools Program

The Arts Every Day Schools Program works to overcome barriers of equity and access by partnering with school educators and administrators over the long-term to build school-wide Arts Integration Initiatives that inspire and engage both students and teachers. AED partnership is organized under a three-stage framework of progress that builds towards a whole-school practice of arts integration. Through the Schools Program, we inspire teachers to integrate meaningful arts experiences with core subject curricular objectives in their classrooms.

This is done through:

1. **Targeted Professional Development** to increase teachers' and administrators' comfort level and knowledge of Arts Integration (AI) instruction and assessment strategies
2. **Ongoing Individualized School Support** by the Arts Integration Schools Manager to support AI Coaches as they work with staff on school wide AI Initiatives

3. **Monetary Investment and Incentive** for schools to enhance student academic learning through arts and cultural programming
4. **Arts and Cultural Partnerships** between schools and the arts and cultural community of the greater Baltimore region

Arts Every Day school grants ensure access to programs including artist residencies, workshops, and trips to local museums and institutions across Baltimore City. Professional development and individualized school support help teachers integrate the arts into classroom instruction. Most importantly, we cultivate long-term partnerships with schools to inspire lasting change in teaching and learning in and through the arts. We aim for arts every day, for every student, in every school.

Job Description

Classification: Full-time, 40 hours a week / occasional nights and weekends

Type: Manager

Reports to: Director of Programs and Learning

Salary: \$50,000

Ideal Start Date: August 15, 2022

The Arts Integration Schools Manager oversees all partnerships with 40-45 Baltimore City Public Schools. The manager works with two teachers at each school designated as arts integration coaches, supports school-wide planning for arts integration, and awards \$1,500-\$8,000 that schools use to purchase arts experiences (artist residencies, performances, workshops, field trips) that connect with school day learning. The Manager is responsible for cultivating collegial relationships with partner schools and arts integration coaches, ensuring the successful operation of the Schools Program. Using AED's online learning platform, the Arts Integration Schools Manager guides partner schools to engage deeply with arts integration activities, training, and programming. The Arts Integration Schools Manager also supports the Director of Programs and Learning in implementing the Baltimore Arts Integration Project, a USDE-funded initiative to inspire the adoption of arts integration-focused teaching across Baltimore City.

Job Duties and Responsibilities:

School Partnerships

- Manage and facilitate the Schools Program application, interview process, and annual school meetings;
- Guide and advise Arts Integration Coaches on program implementation through regular email communications and school site visits;
- Facilitate/assist Coaches in developing yearly planning documents that use arts integration to support overall school goals;
- Support Accounts Manager in maintaining school records using the Salesforce database, oversee program compliance, guidelines and procedures, including the creation of forms and deadline reminders, data collection on grant spending, and program bookings;
- Manage the implementation of Special Projects including the Public Art Grant;
- Collaboratively provide technical support to school partners for online accounts and program booking needs;

- Organize and implement the annual Student Arts Integration Exhibition in collaboration with Communications Manager;
- Collaborate with Communications Manager to document programs and events through photos, video, and newsletter/blog posts.

Professional Development

- Support the Director of Programs and Learning in the development and promotion of asynchronous and live trainings to school partners;
- Coordinate promotion, logistics, and run-of-show for the annual Summer Arts Integration Conference including, tracking registrations, overseeing attendance, and course selections;
- Support Arts Integration Coaches by ensuring proper documentation of completed training, analyze teacher completion of requirements for Baltimore City Public Schools Achievement Units.

Additional Duties

- Maintain Schools Program content on AED website
- Support grant reporting efforts
- Attend networking and community-based events
- Support communications and event planning
- Assist with administrative duties as needed
- Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree required, Master's degree preferred in relevant field (art, education, social justice) with 3-5 years of arts education and/or arts administration experience. Previous experience working in schools as an educator or as a teaching artist is desirable; substantial experience in arts integration is highly preferred.

Minimum Skills and Attributes:

- Excellent organizational and project management skills
- Attention to detail and ability to work on multiple projects
- Strong commitment to arts equity in Baltimore City
- Excellent oral, written, communication and presentation skills
- Ability to work well as a member of the AED team
- Proficient in Microsoft Word, Excel, Power Point, Google Suite, EventBrite
- Experience managing Salesforce database and/or learning management systems, a plus.

Application Process:

Please send a cover letter and resume with the subject line "Arts Integration Schools Manager Candidate" to jobs@artseveryday.org. Applications received by July 30, 2022 will be prioritized.

Contact: Angela Marroy Boerger, Director of Programs and Learning | angela@artseveryday.org