



## **Think 360 Arts for Learning Teacher Professional Development Manager - Job Description**

### **About Us**

Think 360 Arts' mission is to engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community & advances equity. Through the values of collaboration, equity and access, diversity, and creativity, we:

- Provide opportunities for authentic arts experiences with professional artists
- Nurture creativity and social-emotional growth
- Help students of all ages and identities feel a sense of community and belonging
- Aid educators in developing imaginative ways of teaching

Our small staff of dedicated arts administrators work with Teaching Artists, PreK-12 teachers, and community partners to create customized arts programs for Coloradans throughout the state. Think 360 Arts for Learning is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. Bilingual applicants are encouraged to apply.

### **Roles & Responsibilities**

The Teacher Professional Development Manager is responsible for managing the successful implementation of dynamic, inclusive arts professional development for PreK teachers, K-12 multi-subject teachers, and K-12 arts specialists. The position reports to the Education Director and works closely with the Executive Director and all of the Think 360 Arts staff.

### **Program Design & Management**

Work with teaching artists and teachers to collaboratively design and deliver professional development programs that effectively connect the arts with the curriculum and current Colorado Arts Standards:

1. Manage the *Wolf Trap Institute for Early Learning through the Arts* Program, which utilizes artist residencies and coaching in the gradual release model to support Pre-K teachers in arts integration.
2. Collaborate with Education Director, university partners, teaching artists and teachers to develop concept for the yearly *Institute for Creative Teaching*. Manage all aspects of implementation including agenda development, scheduling speakers and artists, recruiting teacher participants, facilities communications, enrollment, materials development, evaluation, and reporting.

3. Work with school leadership to design and implement customized arts professional development programs of varying lengths and content areas, in accordance with the school's need and budget.
4. For all programs, respond to professional development requests from school partners; develop and book programs, including writing contracts, scheduling artist visits and ongoing communication; facilitate planning meetings between partners and teaching artists as well as all follow-up needed to ensure successful high quality programming.
5. Gauge, monitor, and continuously improve program quality via evaluation practices including working with outside vendors, compiling and analyzing programs data, and conducting site observations.
6. Maintain Salesforce database as it relates to educational programming. Assist with the compilation of program statistics and financial data on related programs using Salesforce for grants and reports.

#### Strategic Partnerships and Outreach

1. Facilitate and maintain relationships with school administrators and teachers.
2. Identify partners and collaborators for implementing new services and programs.
3. Stay current with local, state and national issues and trends in arts education.
4. Represent Think 360 Arts at appropriate professional gatherings as required.

#### Cross-departmental Collaboration

1. Collaborate with Development staff and Executive Director to coordinate funder and board member site visits, report on program results and provide other information as needed.
2. Collaborate with the Marketing Coordinator to communicate promotional needs of programs.

#### *Other duties as assigned*

#### **Qualifications and Desired Skills**

- Minimum 3 years of experience in the field of education, arts education, or educational program administration.
- Teaching experience related to Arts Integration, Social-Emotional Learning, and Anti-racism.
- Experience supporting teachers, in a coaching or training role.
- Experience collaborating with artists and familiarity with the teaching artist role.
- Commitment to fostering an inclusive culture.
- Exceptional interpersonal, written, and verbal communication skills.
- Ability to work in a small, collaborative environment with varied tasks day-to-day.
- Experiencing managing large, long term-projects with many moving parts; excellent planning and problem-solving skills
- Experience with Google Suite (Gmail, Gchat, GCal, Google Meet, Drive) and managing Zoom meetings.

**Salary and Office Hours**

This is a 40 hour/week salaried position with flexible hours that intersperse working from home and working from an office. The salary for this position is \$43,000-\$45,000/year. Benefits include health and dental insurance with 100% individual premiums covered by the organization and options to include family at an additional cost, Simple IRA with a match, and paid professional development opportunities. Time off includes three holiday weeks (Thanksgiving & Winter Breaks, aligned with Denver Public Schools Calendar) plus 6 paid holidays yearly. Think 360 Arts has a self-managed PTO policy to allow for healthy work-life balance; each employee is encouraged to take at least 1 week off quarterly.

**To Apply**

To apply, send a resume and cover letter to Jason Diminich, Director of Education and Community Engagement, at [jason@think360arts.org](mailto:jason@think360arts.org). Deadline to apply is Sunday, January 23rd at 5 p.m.