



Arts Every Day Schools and Partnerships Manager

About Arts Every Day

Arts Every Day is proud to be a driving force in building and sustaining a Baltimore City that values public education through creativity, art, and culture. We advocate for and support sequential arts education while working to empower educators as leaders within their school communities. In partnership with Baltimore City Public Schools, Arts Every Day works to ensure that students have a seat at the opera, feet in the museum and a teaching artist in their classroom. Not only are Baltimore City Schools' students the artists and arts patrons of tomorrow, they are the leaders and decision makers upon which our City's future will depend.

Vision

Through arts-based learning, we envision that all Baltimore City Schools' communities will serve as centers for innovation, collaboration, and partnership.

Mission

Arts Every Day strengthens learning by making arts education and cultural experiences an integral part of classroom instruction for all students.

Serving as a catalyst for creative learning in Baltimore City Public Schools, Arts Every Day builds and sustains long-term partnerships with schools, artists, and cultural institutions while working to connect and empower teachers as leaders within their school communities.

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 Schools Program 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 cultural 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 School Programs and Learning

Salary: \$50,000

Benefits: Health and dental insurance, 401k with employer match, annual holidays, and paid time off

Ideal Start Date: January 3, 2022

The Schools and Partnerships Manager oversees all partnerships with schools and supports the organization's ongoing relationships with teaching artists and arts and cultural organizations. Using AED's online learning platform, the Schools and Partnerships Manager guides partner schools to engage deeply with arts integration activities, training, and programming. The Schools and Partnerships Manager also manages the Provider Directory on the Arts Every Day website as a vehicle for communication, outreach, and partnership. The Manager is responsible for cultivating collegial relationships with partner schools and arts integration coaches, ensuring the successful operation of the Schools Program. The Schools and Partnerships Manager also supports the Director of School 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
- Manage each partner school's online records, using the Salesforce Database, Thinkific, and AED website accounts, maintaining correct contact information and tracking online program bookings from initial inquiry through final payment
- Oversee program compliance, guidelines and procedures, including the creation of forms, website support and deadline reminders
- Provide technical support to school partners for online accounts and program booking needs
- Analyze teacher completion of requirements for Baltimore City Public Schools Achievement Units
- Oversee data collection on grant spending, program bookings, and AU credit
- Report on program progress and issues to Director of Schools Programs and Learning
- Assist with coordinating the annual Student Arts Integration Exhibition with museum partner

- Manage the implementation of Special Projects (Public Art Fund, Music Ed Remix, etc.)
- Document programs and events through photos, video, and newsletter/blog posts

Professional Development

- Support the Director of School Programs and Learning in promoting asynchronous and live trainings to school partners
- Support Arts Integration Coaches by ensuring proper documentation of completed trainings
- Manage the promotion of an annual Summer Arts Integration Conference, tracking registrations and overseeing attendance and course selections
- Assist the Director of School Programs and Learning in conference logistics and run-of-show

Arts and Cultural Partnerships

- Together with the Director of School Programs and Learning, cultivate relationships with new artists and arts/cultural organizations with an emphasis on building a diverse and culturally relevant roster of Baltimore-based artists
- Cultivate opportunities for partners to connect with City Schools teachers to Baltimore City arts and culture
- Assist Communications and Development Manager in the maintenance of database records

Additional Duties

- Track and submit invoices for Schools Program
- 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 education and/or non-profit experience. Previous experience working in schools as an educator or as a teaching artist is highly desirable, as is experience in arts integration. Background in database and website management a plus.

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 and Salesforce

Application Process:

Please send a cover letter and resume with the subject line "Schools and Partnerships Manager Candidate" to jobs@artseveryday.org.

Deadline: Applications received by November 10, 2021 will be prioritized.

Contact:

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