

LA's BEST Afterschool Enrichment Program  
Job Title: Director of Arts  
Reports to: Director of Program Development  
Supervises: Arts Coordinator



### **Position Summary**

The Director of Arts is responsible for leading and managing all efforts of the Arts Department in providing a wide variety of quality arts education and creative development programming to LA's BEST staff and children. Including but not limited to oversight and support of Arts Department operations and annual programming budget to ensure deliverables are met across all LA's BEST sites throughout Los Angeles County.

### **Responsibilities**

Responsibilities include, but are not limited to:

- Build the capacity of LA's BEST site staff to facilitate high quality art experiences with children, through the design of in-person and online trainings and ongoing technical assistance – in direct collaboration with other department directors, Traveling Staff and Site Coordinators.
- Collaborate with other departments to integrate the arts and creativity across programmatic areas.
- Identify innovative and current trends in arts programming.
- Work with the Director of Education and Chief Operating Officer to identify collaborative opportunities with the instructional day arts program.
- Research, identify and meet with organizations interested in providing visual and performing arts opportunities (e.g., residencies, assemblies) at LA's BEST and assess potential for partnership.
- Assist with fundraising and grant writing for visual and performing arts opportunities.
- Utilize database to manage, monitor and report on public and private funds, to ensure that all spending is tracked and that funds are spent within restricted grant purposes.
- Negotiate and execute contracts with arts-based organizations and independent teaching artists, ensuring that contracts and service agreements are in alignment with Los Angeles Unified School District's policies and protocols and consistent with the philosophy, objectives, terms, timelines, number of residencies, art disciplines and pre-identified student outcomes needed to meet funder commitments and expectations set forth for the Arts Department.
- Utilize database to provide up to date coordination and reporting for arts residencies, teaching artists and school sites.
- Oversee ongoing assessment and continuous quality improvement of arts education and creative development programming – in direct collaboration with the Director of Evaluation.
- Produce and support student culminations, performance events and site visit engagements for LA's BEST various stakeholders, including funders and partners.
- Other duties as assigned.

### **Minimum Requirements**

*The ideal candidate is passionate about the power of arts-based learning and creative engagement as a vehicle for positive youth development, is energetic and innovative, and understands the role expanded learning programs can play in creating more equitable access to the skills and resources children need to thrive in today's world. The ideal candidate will also embrace the LA's BEST vision, mission and values.*

- At least five years' experience in arts education, afterschool, youth development or related field
- Knowledge of and passion for creative youth development, arts education and collaborative arts programming
- Ability to work cooperatively and collaboratively with school administrators, LA's BEST leadership, traveling and site staff
- Ability to communicate effectively and work well with individuals and groups with different ages, backgrounds and education levels
- Strong organizational skills, time management, and strong verbal and written communication skills
- Strong attention to detail and ability to work as a team member with minimal supervision

- Ability to work in a fast-paced environment while maintaining accuracy and efficiency
- Reliable, professional attitude and ability to work with groups and individuals in a diverse, team-oriented environment
- Ability to resolve conflicts and facilitate partnerships with an equitable and compassionate approach
- Computer skills: proficient in Word, Excel and PowerPoint
- Supervisory or managerial experience preferred
- Bachelor's degree in a related field - preferable, but not required

#### Other Requirements

- Valid California driver's license and use of vehicle with proof of insurance
- Reliable transportation and ability to travel to LA's BEST sites and off-site meetings as needed (on average, at least once per week)
- Willingness to work evenings and weekends to support student events
- Must be fully vaccinated against Covid-19 and provide verification of vaccination status as part of the hiring and onboarding process prior to an official offer of employment

#### **Equal Opportunity Employer**

LA's BEST is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression and any other characteristic protected by applicable law. LA's BEST believes that diversity and inclusion among our teammates is critical to our success as an organization serving Los Angeles, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Salary range is \$72,000-\$78,000 annually, with a benefit package.

#### **To Apply**

*Interested candidates should submit a resume with a cover letter (required) with references to [lasbest@lacity.org](mailto:lasbest@lacity.org) and include "Director of Arts" in the subject line.*

**DEADLINE: July 26, 2022 - 4:30 PM.**