

## **DIRECTOR OF PROGRAMS**

Department: Programs

Reports to: Executive Director

Status: Full-Time, Salaried

Pratt Fine Arts Center is seeking an energetic and highly motivated individual for a director level position in programming.

The Director of Programs will work closely with the Executive Director and a team of Studio Managers to drive the mission and vision of Pratt while pursuing excellence in all programs. The Director is responsible for the leadership and performance of all educational programs and artist services. The Director will oversee a team of Studio Managers to develop, budget, organize and implement a dynamic and engaging array of programs for public offering throughout the year. This requires ongoing direction of core programs, including a diverse assortment of year-round educational offerings and a lively studio access program. The position also requires leadership in supplementary programs including partnerships, public demonstrations, exhibitions, residencies, scholarships, and the master artist program.

The Director of Programs will join a team of staff and board in a highly collaborative and cooperative work environment. Ideal candidates will have deep roots in visual art study or practice, a proven aptitude for successful leadership in administration, and a demonstrated ability to balance day-to-day tasks with high-level strategic thinking. The Director of Programs will also be expected to share in and apply Pratt's organizational commitment to racial equity.

### **Programming Direction & Oversight**

- Work with the Executive Director to develop a compelling vision for artistic programming with clear and measurable goals, to include:
  - a diverse and enticing collection of class offerings, maximizing accessibility for students of all ages, backgrounds, and skill levels
  - a vibrant studio access program that meets the needs of practicing artists
  - a dynamic series of supplementary activities including study abroad, master artist workshops, residencies, and scholarship programs
- Direct, collaborate with, supervise and support a team of Studio Managers in their efforts to implement the programmatic vision; foster cohesion and inter-studio alignment; evaluate individual performance
- Plan and conduct productive team meetings as well as one-on-one meetings to provide studio-specific support and direction
- Participate in program implementation as needed, often hands-on at ground level, in the spirit of a team-based environment
- Provide support, communications, and indirect oversight for 100+ instructors annually; serve as the authority in related hiring and policy issues
- Assist in addressing student/user feedback and resolving complex or delicate situations

### **Strategic Analysis & Assessment**

- Evaluate program effectiveness to ensure excellence
- Track and analyze participation data; identify trends and adjust programming in response to maximize performance
- Oversee the financial management of all programming, accountable for meeting or exceeding departmental goals
- Assess and prioritize major equipment and facility needs; contribute to expansion planning efforts as needed; serve on the staff Facilities Committee

### **Community Leadership**

- Be an active ambassador for Pratt in the community, seeking out and managing partnership opportunities in programming, public exhibitions, and other collaborations
- Maintain positive and engaging relationships with board and advisory board members; represent Programs at full board meetings
- Manage and mobilize the Education Committee, a group of Board members and volunteers who commit time and energy to support and advance Pratt programs
- Celebrate programmatic successes and share widely; contribute to positive overall morale
- Participate in racial equity trainings; apply an equity lens to all decision-making; contribute to equity projects and initiatives

### **Interdepartmental Coordination**

- Serve as the primary collaborator with the Marketing department; provide streamlined communication and timely, complete information
- Promote and model a culture of collegiality, transparency, and cooperation with colleagues; foster interdepartmental efficiencies and opportunities
- Collaborate and coordinate with other Directors; contribute to organizational projects and initiatives
- Oversee the implementation of the Tuition Assistance and Scholarship programs

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in art, management or a related field, or equivalent experience
- Demonstrated aptitude for leadership
- Excellent verbal and written communication skills
- Ability to interpret, utilize and respond to management information tools, statistical data and financial reports
- Demonstrated experience in supervising, supporting, and motivating employees
- Experience with evaluation processes

### **DESIRED QUALITIES**

- 3+ years of experience in non-profit arts or arts education
- Passion for arts education and cultivation of artists
- Experience in art-making, personal or professional
- Demonstrated commitment to racial equity

- Ability to build and mobilize social capital in support of creative communities
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Positive, can-do attitude and a sense of humor

## **COMPENSATION**

\$55-65k annual salary range DOE + medical, dental, long-term disability, and paid vacation. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

## **APPLICATION REQUIREMENTS**

Please send cover letter, resume, and three references to Steve Galatro, Executive Director, at [sgalatro@pratt.org](mailto:sgalatro@pratt.org). No calls or drop-ins, please.

## **APPLICATION DEADLINE**

October 14, 2018

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.*