

JOB DESCRIPTION

Arts Integration Manager (Project Manager), 1 FTE

Job Goal: To manage Northern Kentucky Institute for Arts Education (NKIAE) to ensure enrichment of arts education for students, including disadvantaged students and students who are children with disabilities by providing sustained and intensive professional development for arts integration for educators in Northern Kentucky

Education

Bachelors degree (Masters preferred) with experience in leadership roles in arts education, school administration, or a related area

QUALIFICATIONS:

- Leadership experience, leadership in an arts education setting preferred
- Strength in working with state and national arts education standards, arts integration, and school arts programming
- Demonstrated ability to provide a high quality program of professional development for teachers
- Working knowledge of and ability to build good relationships with arts organizations in Northern Kentucky and Greater Cincinnati
- Working knowledge of school arts programming, scheduling and systems
- Capacity to build positive relationships with teachers, principals and other school staff, including teachers across a broad range of content areas
- Ability to lead staff and partners, managing a variety of activities and events with attention to detail
- Strong interpersonal and written and oral communication skills
- Ability to effectively monitor and supervise staff and partner activities
- Commitment to enriching arts education for students, including disadvantaged students and students who are children with disabilities

REPORTS TO: Project Director

SUPERVISES: Arts Integration Assistant

RESPONSIBILITIES:

- Provide day-to-day planning, organization, coordination and management of NKIAE activities to ensure project objectives are met timely and effectively
- Provide coaching support and leadership that helps teachers of all content areas to work toward integration of arts
- Provide effective management and reporting of finances and project activities
- Coordinate day-to-day operations with the fiscal agent and NKCES
- Build collaboration among all project partners and arts education groups
- Evaluate school team applications and select participant teams; arrange trainings
- Participate fully in the project evaluation, ensuring appropriate recording and submitting of data timely and accurately to the evaluator
- Ensure enrichment of academic experiences of students, including disadvantaged students and students with disabilities
- Related duties as assigned