

About Arts for Learning Virginia

Arts for Learning Virginia is the premier provider of arts-in-education programming throughout the state. The organization delivers in-person and virtual arts performances, workshops, and residencies for students, as well as arts-integrated professional development for educators and parents—all aligned with Virginia's Standards of Learning. Dedicated to fostering creativity, enhancing academic and social-emotional skills, and ensuring equitable access to the arts, Arts for Learning Virginia strives to serve all children.

Position Overview

The **Arts Integration and Programming Director / Wolf Trap Affiliate Director** will lead and manage Arts for Learning Virginia's Education and Program Team, overseeing team members, project workflows, and artist services. This role is pivotal in developing and implementing arts-integrated curricula, managing artist resources, and supporting program success. The Director will also spearhead data tracking, reporting, and grant compliance, while collaborating with stakeholders to enhance A4L's strategic initiatives. The ideal candidate will have a background in arts administration, education, or related fields, with strong leadership, communication, and analytical skills, and a commitment to the organization's core values.

The incumbent will report to the Chief Operations Officer with a dotted line to the Chief Executive Officer.

Responsibilities Include

Leadership and Management

- **Team Leadership:** Supervise the Education and Program Team, consisting of Programs and Community Engagement Manager, School and Community Relationships Coordinator as well as Program Interns/Assistants.
- **Manage Workflows:** Oversee and adjust project workflows within a small team and leadership structure despite competing priorities in a highly collaborative and fast-paced environment.
- **Budget and Finance:** Direct the fee-for-service revenue for the organization, efficiently managing service placement, project budgets, and associated expenses to ensure financial sustainability.
- **HR and Policy Updates:** Collaborate with the COO and CEO to hire staff, complete performance reviews, keep employment records current and ensure compliance with updated HR policies and procedures.

Artist Resources and Services

- **Programmatic Support:** Offer robust support for all direct service programs, ensuring their success through active participation in program events, student performances, and logistical management.
- **Proposal Writing:** Outstanding written and verbal communication skills; a concise, persuasive, and passionate communicator.
- **Services Implementation and Curriculum:** Develop and implement innovative, arts-integrated curricula with teaching artists, ensuring curricula meets educational priorities and reflects artistic and cultural diversity.
- **Wolf Trap Affiliation:** Direct the expansion of Wolf Trap services, including training of new teaching artists credentialed in other areas and be primary liaison with Wolf Trap Institute for Early Learning Through the Arts.
- **Quality Artist Contractors and Services:** Lead the recruitment, training, and retention of high-quality teaching artists and performance groups to maintain a diverse and high-quality roster of teaching artists, ensuring all artist contractors are well-prepared and adhere to high performance, program, and education standards; negotiate annual agreements with artist contractors.



Data Tracking & Reporting

- **Analytical Decision-Making:** Utilize your analytical skills to synthesize data and drive strategic decision-making processes. Offer guidance and foster consensus building around evaluation-related decisions.
- **Development and Management:** Spearhead the development and management of sophisticated data evaluation tools and systems to accurately measure student growth and program quality, enhancing A4L's strategic communications and cultivation efforts.
- **Grant Compliance and Reporting:** Manage data collection and analysis for grant compliance, understand reporting requirements, and create appropriate instruments for data collection and storage. Deliver timely and accurate reports to support program, development, and advocacy teams.
- **Program Reporting:** Work with Education and Program Team, in collaboration with the COO/CEO, to create and disseminate quantitative and qualitative information about A4L programs to external stakeholders.
- **Stakeholder Collaboration:** Cultivate and maintain relationships with and/or act as a liaison with external partners like schools, school districts, community groups, and other non-profit organizations.

Additional Responsibilities

- **Active Participation:** Engage in and/or lead all necessary meetings and/or team meetings, providing updates and insights that inform strategic decisions.
- **Marketing and Communications:** Directly oversee marketing efforts for services and artist contractors as well as ensure coordination with Communications and Social Media Team to highlight A4L services.
- **Showcase and Event Coordination:** Lead in the planning, development, and execution of the Visual and Performing Arts Showcases, actively participating in staffing the event and managing the logistics of these activities to ensure smooth operation and high-quality experiences for participants.
- **Event Assistance:** Support major annual events, embodying and promoting A4L's culture and values through active participation and leadership.
- **Core Values Advocacy:** Champion A4L's mission and core values in all professional endeavors, inspiring a culture of access, belonging, inclusion, diversity, and equity (ABIDE).
- **Network Collaboration:** Exchange ideas with colleagues in the nationwide Young Audiences' and Wolf Trap networks and beyond.

Requirements

- Bachelor's degree in Arts Administration, Education, or a related field, or equivalent work experience.
- Strong leadership, team management, project management, and relationship-building skills, with prior supervisory experience and the ability to work effectively both independently and collaboratively.
- Proactive, flexible, and initiative-driven, with strong problem-solving abilities and a commitment to managing processes, deadlines, and budgets in adherence to organizational policies.
- Excellent verbal, written, and listening communication skills.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) for creating high-quality reports, presentations, and documents. Hands-on experience and understanding of Constant Contact, Canva, Salesforce, WordPress, and social media management platforms preferred.
- Demonstrated commitment to A4L's mission, vision, values, and organization's success, with the ability to maintain confidentiality and handle sensitive information with discretion.

Physical Demands and Work Hours

The position requires the ability to sit, stand, walk, stoop, and bend intermittently, occasionally lift and carry objects up to 50 pounds, and frequently use a computer and spoken word. While many responsibilities can be completed remotely or in the field, the role also necessitates in-person participation in some daytime, evening, and weekend meetings, with the requirement to provide personal transportation. Additionally, the position may require attendance at local and national conferences, or inter-visitation between affiliates. Flexibility is essential, as work beyond 40 hours per week may be required to meet organizational needs and project deadlines.

Compensation and Benefits

The exempt position offers an annual salary starting range of \$59,000-\$63,000, along with a comprehensive benefits package that includes paid time off, health and life insurance, and the opportunity to contribute to a 403(b) retirement plan.

How to Apply

This position is open until filled. To apply, please send a resume with a cover letter, 2-3 writing samples, and a list of three references to us by email ([info\[at\]arts4learningVA.org](mailto:info@arts4learningVA.org)). Subject line should include "Application – Arts Integration and Programming Director / Wolf Trap Affiliate Director." Resume reviews will begin immediately. Writing samples are optional but encouraged. Successful background check will be required prior to the start date.

Equal Opportunity Employer

A4L-VA is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, socioeconomic status, gender expression, sexual orientation, age, culture, religious beliefs, ethnicity, or disability status.

Black, Indigenous, and People of Color (BIPOC) and LGBTQIA+ candidates are strongly encouraged to apply.

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