



February 17, 2017

Job Title: **Deputy Director for Programs**

Supervisor: **Executive Director**

Reports: **Exhibitions Manager, Registrar, Program Coordinator, Ceramic Studio Manager, Office Manager, Facilities Manager, Faculty**

FLSA Status: **Exempt, Full Time**

Position Summary

The New Art Center is a community art education space which offers exceptional opportunities to make, exhibit, view, think about and talk about art. The Center seeks a dynamic, experienced Deputy Director for Programs to oversee and implement all programs, including studio art classes, exhibitions and associated public programs. This position will have primary operational responsibility for all New Art Center educational programming for the public, including programs for underserved communities. The position will also serve as the internal leader of the organization, responsible for all aspects of the organization's infrastructure: operations, human resources and administration. The Deputy Director will lead internal monitoring and continuous improvement efforts and ensure that all functions and operations are supported by effective systems for planning, budgeting, evaluation and reporting. As part of the senior management team, the Deputy Director shares responsibility for ensuring financial health, maintaining a learning culture, and advancing organizational development. The Deputy Director will collaborate closely with the Development & Communications Manager, who is responsible for fund development, external outreach, marketing and communications.

Successful candidates will be highly organized, able to ensure smooth day-to-day operations, creative and systems-minded with the capacity to develop and implement sophisticated and efficient processes and protocols. The ideal fit will be a person who thrives in a startup/less structured environment and is comfortable and flexible taking on multiple responsibilities as needed, in both hands-on and supervisory capacities.

The new position of Deputy Directory is being created to allow the Executive Director to focus on fund development and strategic direction of the organization. The candidate will be the go-to person for all matters related to internal operations and systems that enable high quality program delivery.

Position Details

- Manage evaluation and goal setting of a faculty of 30-40 artist/teachers, studio managers, Exhibition Manager, Registrar and Office Manager.
- Design and oversee implementation of curriculum; evaluate and supervise arts instruction for art students ranging from young children to seasoned adults.

- Serve as the internal leader of the organization; provide all staff with a strong, supportive, approachable presence, empowering staff building clear goals and work plans, access to resources, accountability, and troubleshooting.
- Lead performance management efforts to evaluate and measure progress against goals, and promote a culture of high performance and continuous improvement.
- Oversee exhibition program of 12-14 exhibitions per year in 2 galleries, including artist residency and community programming.
- Promote an organizational culture of reflection, curiosity, analysis, benchmarking, innovation, and open mutual feedback.
- Assist and participate in development of vision, goals and objectives to outline and implement the next phase of New Art Center's strategic plan.
- Work as a team with Executive Director and fund development staff to promote awareness and sustainability of the New Art Center.
- Work closely with the Executive Director on internal team building, organizational development, fundraising, and strategic planning.
- Represent the organization externally as necessary.
- Represent the organization in professional associations relating to arts education and community.

Experience and Requirements

- Dynamic, ambitious arts professional dedicated to lowering barriers to participation in the experience of art at all levels.
- 10 - 15 years' experience implementing arts education programs for all ages, building effective teams and working with professional artists as teachers.
- Experience developing and managing budgets, implementing strategy, evaluating and supporting professional staff, providing professional growth and direction to emerging arts professionals.

About our Organization

The position is full-time, exempt and eligible for generous benefits including health insurance coverage with an employer contribution (currently set at 75%), generous paid time off, short-term disability insurance and access to group dental insurance. The NAC is a non-profit, equal-opportunity employer. We serve over 7,000 students and visitors each year with hundreds of classes, workshops, exhibitions, lectures and interactive art experiences of all kinds. Our faculty includes some of the region's most esteemed art educators, and our exhibitions range from family- and community-focused to regionally significant, cutting-edge contemporary art. We offer an inclusive, multi-generational approach to the experience of art in a setting that is beautiful, historical, welcoming and conveniently located, serving children, teens and adults at all skill levels since 1977.

Contact Information

Please forward your letter of interest and resume to newartcenterhr@gmail.com or by mail to:

Human Resources
New Art Center
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www.NewArtCenter.org