

**Creative Arts Workshop**  
**Program Director**  
**Job posting**



Creative Arts Workshop (CAW) is seeking qualified candidates for the position of Program Director. This is an onsite, full-time role to begin late fall 2021/ January 2022.

Creative Arts Workshop (CAW) is a center for contemporary art in New Haven, CT—serving as a production, exhibition, and programming space for visual artists and the broader community—cultivating creativity, catalyzing new ideas, impacting social change, and supporting the arts ecosystem. Our mission: fostering creativity through engagement in the visual arts. We believe creativity is part of the human experience and everyone is inherently creative. Our vision is a thriving New Haven region enriched by creativity—and that CAW helps unlock that for everyone.

We are committed to building a creative and dynamic work environment that celebrates individual differences and diversity and that treats everyone with fairness and respect. We strongly encourage candidates of color and other underrepresented groups to apply.

**About the Position**

This position reports to the Executive Director and will work closely with department heads and arts discipline advisors, as well as the registrar and community engagement manager. The Program Director is responsible for planning, implementation, budgeting, staffing, and evaluation of CAW's education programs to ensure quality, efficacy, sustainability, and growth.

Key elements of the program include:

- A year-round visual arts school that currently enrolls over 1,600 students of all ages annually in pottery, book arts, drawing + painting, fiber arts, printmaking, digital and darkroom photography, metal sculpting, and metal jewelry-making, as well as youth classes (prek-17). CAW currently operates on a 4 term/season basis.
- In a typical year, tuition generates 50% of the organization's overall income.
- Historically, art classes and workshops for adults have served a majority white, female, and older (45-70 year old) population, which is representative of the regional population in many ways. About 20% of our students are under 18 years old.

With CAW's commitment to anti-racism policies, equity, inclusion, and diversity, the organization is actively working to better serve and be more representative of the New Haven community at all levels of operation.

**Primary Responsibilities**

The Program Director will lead the school through a period of strategic growth including the development of a professional artist program and the expansion of programming to more fully

utilize our facility and widen the scope of our online services. They will help transform CAW into a more robust organization, one that moves steadily towards serving all communities in New Haven, is responsive to the needs of the community, that embeds our commitment to equity and inclusion in all work, internal and external and that supports the local arts ecosystem.

As noted above, CAW has served a largely homogeneous group of participants, many of whom come from New Haven's suburbs. Our commitment to equity and inclusion compels us to develop offerings which are of interest and accessible to more of the New Haven population. The Program Director will work in partnership with the Executive Director to develop and implement this mission-critical objective.

A high level breakdown of responsibilities include:

### **Program Oversight (35%)**

- Expand and structure the school's program offerings in collaboration with department heads, registrar, community engagement manager, and teaching artists to ensure efficacy and diversity
- Develop curriculum in collaboration with department heads, the registrar, the community engagement manager, and teaching artists
- Develop class and workshop by term, in collaboration with department heads; oversee the online catalog, implement class and workshop feedback program; conduct regular observations of programs to ensure quality and to recommend changes and improvements
- Ensure studio facilities are properly equipped and supported, working with department heads, studio managers, and operations team
- Undertake evaluation and new development to reimagine the Young People's department, program, and curriculum.

### **Staff Management (25%)**

- Supervise approximately 70 teaching artists, working with department heads, studio managers, teaching artists, work study interns, fellows, and/or volunteers
- Ensure there is consistent communication and coordination within the education department internally as well as between the education department and the exhibitions, administration, fundraising, and marketing departments
- Oversee, deepen, and expand recruitment efforts for teaching artists
- Lead CAW's artist professional development program

### **Budget Management (20%)**

- Play a leadership role in developing financial plans and budgets for education programs, including projecting expenses and resources required during budget planning process and throughout the year
- Ensure education programs function within planned budget, delivering on income targets while also adapting to market conditions
- Report financial performance and changes, risks, and mitigations to Executive Director
- Ensure strong fiscal responsibility in the management of the school's resources.

### **Advocacy and External Relations (10%)**

- Represent CAW, and particularly its education programs, among peers in the field
- Advocate for visual arts education and act as a leader locally towards larger arts initiatives
- Develop relationships with community members
- Plan, develop, and maintain external partnerships and collaborative efforts
- Work with development staff to provide content for grant proposals and reports, to track and articulate program results and effectiveness, to represent CAW programs to supporters, to develop relationships with donors, to participate in cultivation activities when asked, and to report all donor activities in a timely manner

### **CAW staff support and leadership (10%)**

- Work with the leadership team to develop cross-departmental and organization-wide initiatives
- Maintain communications with leadership team regarding education opportunities, initiatives, and programs, to ensure coordination with other departments and larger organizational efforts
- Serve as a key leader and role model, including both a results-based and a collaborative work ethic and commitment to mission, and organizational health.

### **Skills and Qualifications**

The ideal candidate will have demonstrated transformational leadership during the course of their career. They are innovative and work exceptionally well and independently in a fast paced environment. They embrace accountability, possess strong analytical skills and embrace data-driven decision making. The right candidate will have superior people skills, be curious, highly adaptive, well-acquainted and current with the visual arts field, and be goal conscious. In addition, the candidate should be able to demonstrate a professional commitment to implementing, embedding, and practicing principles of equity and inclusion in their work

Candidates should have at least 5 years of professional experience in the visual arts field with significant and growing responsibilities related to programs for learners of all ages, with particular emphasis on programs for adults in a museum or art school setting. A bachelor's degree is desirable, but CAW will seriously consider non-traditional candidates with equivalent professional experience. Candidates must be able to demonstrate competence with managing people, schedules and budgeting, achieving earned revenue targets, and management of high volume of content and people. While not required, candidates strengthen their application with experience in the following: program evaluation, program design, marketing, communications, curatorial responsibility, publication editing, and prek-17 arts education.

Familiarity with MS office applications (MS Word, Excel) and/or Google/G Suite applications (Docs, sheets, forms) is required. Technology-curious candidates are welcome.

### **Compensation**

CAW offers full-time employees paid time off (vacation, personal and sick time), health benefits, and parking assistance. Salary range is to \$75,000, commensurate with experience.

**To apply**

Send a single PDF package that contains your cover letter, resume, and names of three references with contact information to [ProgramDirectorSearch@creativeartsworkshop.org](mailto:ProgramDirectorSearch@creativeartsworkshop.org). (References will not be contacted without permission) no later than Friday, December 10, 2021.

Every application will receive acknowledgment that their package has been received. Qualified candidates will be contacted as needed for additional information and/or interviews. We regret that we cannot field questions over the phone. Please, no drop ins.

Candidates are encouraged to visit CAW's website at [creativeartsworkshop.org](http://creativeartsworkshop.org) to familiarize themselves with our work.

CAW is an equal opportunity employer. We encourage all qualified candidates to apply for this position. We are committed to equity, inclusion and diversity and creating a work environment where all employees can grow and thrive.

**About Creative Arts Workshop**

Creative Arts Workshop is a nonprofit regional center for creativity that has served the Greater New Haven area since 1961. As an anchor institution located in the heart of the award-winning Audubon Arts District, CAW offers a wide range of visual arts classes and engagement in creativity in its own three-story building with fully-equipped studios in eight disciplines, and an active exhibition and public programming schedule. More than 1,600 adults and young people enroll annually in the more than 400 courses offered by Creative Arts Workshop, while over 1,000 visitors enjoy the free exhibitions and public programs in its destination galleries year round. CAW's classes are open to students of all ages and levels of experience. CAW is supported by its membership, tuition fees, sponsorship, contributions from individuals, charitable foundations, public funding, and from special events and sales.

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