



CAPACITY BUILDING MANAGER JOB DESCRIPTION

ABOUT ARTS CONNECT HOUSTON

Arts Connect is a collective impact organization that aligns seven primary stakeholder groups including the Houston Independent School District (HISD), the City of Houston, the Houston Arts Alliance, the local philanthropic community, local arts and culture organizations, and state and national partners. Our collective **vision** is to realize the tremendous potential of every student by ensuring the arts as essential to a complete education, recognizing that when students prosper, our community thrives. Arts Connect's **mission** is to unite the Greater Houston community to ensure access to high-quality arts education in creative writing, dance, music, theater and the visual arts for every student. To accomplish our mission, Arts Connect collects actionable data, drives advocacy, builds capacity, and unlocks new investments. Arts Connect believes in education as a path to ensure equity for the wellbeing of all students. We center equity, access and building community power in our work.

Arts Connect's work is driven by our collective values and guiding principles:

Values: Creative thinking, inclusive spirit, open access, and responsive action

Guiding Principles: Student centered, collective decision-making, stakeholder-led, and data driven

Arts Connect Houston is a 509(a)3 supporting organization of the Houston Arts Alliance, which serves as its operational home.

POSITION OVERVIEW

The Capacity Building Manager will play a critical role in developing sector-wide strategies and facilitating relationships that maximize our mission: to ensure the arts as an integral part of each student's complete education. The Capacity Building Manager will specifically work to create a robust community of shared learning to strengthen all stakeholders within the arts education ecosystem. The position is responsible for facilitating the collective planning, implementation and advancement of professional growth opportunities for teachers and leaders in school districts and in arts and culture organizations.

RESPONSIBILITIES

The Capacity Building Manager's key responsibilities include the following:

Build Capacity and Enhance Learning

- Plan, implement, and evaluate an annual sector-level professional learning series for arts partners, teaching artists, and Houston ISD teachers and staff. Areas of learning featured in this series will be determined on an ongoing basis by artlook® Houston data, community needs and HISD priorities. In the first year, requested topics include best practices in arts education pedagogy, developing culturally relevant programming, social-emotional learning, interdisciplinary arts models, and arts integration.
- Serve as an occasional expert presenter at professional learning sessions, depending on areas of expertise.
- Serve as main facilitator for the Capacity Building Working Group, made up of community members who help design all capacity building programs and initiatives.
- Incorporate the arts education quality rubric, designed by the Quality Working Group, in capacity building initiatives and support systems.
- Develop networking opportunities and systems for Arts Connect stakeholders, bringing arts education leaders together to connect, learn, and maximize their impact.

- Plan and facilitate all professional learning opportunities associated with the Arts Action Fund, including open houses and orientations.
- Manage a team of Arts Advocates who work with Fund school and serve as an expert resource and guide to campuses wishing to create an arts-rich education ecosystem.
- Establish a Principal Leadership in the Arts program for principals wishing to strengthen arts learning on their campus. Initial training topics include building arts education literacy and understanding, communicating the value of the arts in the school day, identifying a school's arts gaps, supporting arts teachers on their campus, budgeting and scheduling for the arts, and evaluating the best arts partnerships for a campus.
- Explore and establish new programs for Arts Connect, including but not limited to a program to identify and equip an administrative arts coordinator on each campus, a support network for teaching artists, and a recruiting pipeline between higher education institutions and local campuses.
- Further the arts and creative learning literature through original pieces (blog posts, op ed, etc.) on an ad hoc basis.

Management and Communications

- Develop and annually update an electronic Arts Partnership Companion to serve as an evergreen resource aimed at demystifying operating procedures within the district and guiding the development of strong partnerships between organizations and schools.
- Develop metrics to assess the performance of capacity building initiatives and produce reports that demonstrate progress towards systems change.
- Produce digital and printed pieces for all capacity building initiatives including brochures, invitations, follow up materials, lesson plans, toolkits, and surveys.
- Develop a user-friendly online repository for all learning sessions and materials.
- Ensure active participation of teachers, school leaders, and partners in all events.
- Effectively use social media to drive attendance and boost engagement at professional learning sessions and events.

Organizational Support

- Develop strong, positive, and collaborative relationships with Arts Connect team, HAA staff, partners, and community members.
- Represent Arts Connect in the community at meetings, events, and online.
- Work alongside the Arts Connect team to support the Executive Director during Board and Leadership Committee meetings.
- Assist with annual reporting and contribute to grant writing, as needed.

REPORTING RELATIONSHIPS

The Capacity Building Manager position is a full-time role reporting to the Executive Director.

REQUISITE QUALIFICATIONS

This is an outstanding opportunity to play a critical role in closing the equity gaps in arts education access in Houston. Therefore—first and foremost—the Capacity Building Manager must be committed to the vision, mission and overarching goals of Arts Connect.

Our ideal candidate possesses the following skills:

- Strong writing skills
- A strong background in pedagogy and understanding of educational best practices
- Professional development facilitation experience
- Familiarity with the local arts community
- Strong event planning experience
- A desire to work with diverse populations

Additionally, the successful candidate will be able to demonstrate:

- Commitment to equity
- Ability to think strategically on both organizational and systemic levels
- Extensive experience working in a school district, preferably with professional development responsibilities
- Willingness to take initiative, ask questions, and drive projects independently from start to finish
- Established relationships within the Houston education community, specifically Houston ISD, but can include local higher education institutions and surrounding districts
- Interest in arts education and willingness to continue learning
- Strong facilitation and presentation skills
- Ability to build relationships with a cross-sectorial range of stakeholders
- Outstanding communication skills
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment – we are a start-up like environment!
- Willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work
- Excited, upbeat and ready to join a collaborative team

DESIRED QUALIFICATIONS

Bachelor’s Degree in arts, education, business, policy, or related field; advanced degree preferred.

COMPENSATION

The salary range for the position is \$62 - \$66K, commensurate with experience, and includes a benefits package.

HOW TO APPLY

Please send resume and cover letter to Deborah Lugo at deborah@artsconnecthouston.org. Applications will be received until Friday, September 18, 2020 and will be reviewed on a rolling basis. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.