

Director of Education, Campus and Community Programs Job Description

Department: Cal Performances
Classification: Public Education Specialist 4
Title Code: 004169 Exempt
Percent Time: 100 %
Supervisor's Title: Executive and Artistic Director
Personnel Program: Personnel Policy for Staff Members (PPSM)

Introduction

The Director of Education, Campus and Community Programs reports to the Executive and Artistic Director and plays a leadership role in the education and campus programming for Cal Performances. The position has primary responsibility to implement the organizations' framework for programs for audiences, campus, broader public, and K-12 learners. The Director of Education, Campus and Community Programs designs, oversees, and evaluates strategy for education and community work with a focus on programs for Audiences, Campus and the Broader Public. The incumbent supervises a Manager of Education Programs who executes K-12 programs vital to the organization, including AileyCamp, SchoolTime Concerts, and in-school residencies which engage younger learners.

Responsibilities

Duties include but are not limited to:

Strategy and Department Oversight and Management

- Create and supervise administrative infrastructure in support of Cal Performances' Education and Campus programs including both those that link performing arts with on-campus knowledge and research and additional K-12 programs - overseen by the Manager of Education - such as AileyCamp and SchoolTime Concerts.
- Cultivate and lead activities that support on-campus work: build working relationships with faculty, staff and students across campus; identify and cultivate new partnerships to generate programming; other related activities with faculty and academic engagement.
- Ensure all programming has a robust and clear evaluation and reporting structure to monitor effectiveness, refine strategy, and communicate clearly to grantors and other funders.
- Support all fundraising and marketing activities related to Cal Performances' Education and Community Programs. Clearly communicate and hone strategy in a way that allows for effective public communication in conjunction with Development and Marketing teams and sufficient and sustainable funding to support the programs.
- Communicate clearly with funders - individuals and grantors - via written and verbal methods in conjunction with the Development team. As programs change and evolve, ensure supporters are informed and on board.
- Create, deliver and disseminate/publish reports as required.
- Identify opportunities for growth, efficiencies, and partnerships with funders and other community members.
- Represent Cal Performances and its Education and Campus Programs on campus and in the community as appropriate for furthering the goals of Cal Performances and UC Berkeley.

- Develop and manage program area budgets.
- Participate in short and long term planning in conjunction with the Executive and Artistic Director and Director of Artistic Planning.

Program Design and Development: Programs for Audiences, Campus, and the Broader Public

- Work with Cal Performances' programming team to identify, create and expand opportunities for establishing curricular links between Cal Performances' presenting program and campus academic programs.
- Implements, executes and refines Education programs for Audiences, Campus and Broader Public.

K-12 Program Oversight

- Supervise the Manager of Education Programs to ensure effective design, implementation, documentation, and evaluation of the K-12 programming (In-School Residencies, Schooltime Concerts, Ailey Camp)

Skills, Knowledge & Abilities

Required Qualifications

- Passion for and broad knowledge of the various arts disciplines presented by Cal Performances.
- Experience in senior leadership in non-profit or university-based arts learning, arts presentation, or related field.
- Ability and interest to engage in-depth with a wide range of thinking, research and perspectives from across academic disciplines and the ability to synthesize that work into a streamlined, high-quality educational program for the public.
- Experience designing, managing and evaluating successful educational programs, conferences, or performance events, particularly in the performing arts and university environments.
- Actively contributes to a team environment that fosters and promotes a culture of equity, diversity, inclusion, and belonging (EDIB) within the organization.
- Experience building culturally responsive curricula and an ability to engage with contemporary conversations around representation, EDIB, and social impact in program design.
- Extensive project research, development and management experience.
- Supervisory experience to hire, coach, evaluate and manage a diverse staff.
- Ability to perceive and articulate to faculty and the general public the broadest implications of the artists, programs, and thematic work presented by Cal Performances' main stage season.
- Excellent communication and presentation skills.
- Demonstrated capacity to document research and write for publication.
- Senior level budget development and management experience.
- Ability to work independently and as part of a team. Ability to inspire teams and partners in support of developing and implementing innovative programs.
- Ability to translate the intellectual goals of a program into practical and educational terms.
- Demonstrated experience in managing and organizing the running of an event.

- Strong organizational and time management skills with the ability to independently follow through to successful completion of projects within a deadline. Ability to multi-task and distribute efforts appropriately among tasks, manage competing deadlines, handle frequent interruptions and maintain a high level of productivity. Flexibility to adapt quickly and easily to changing situations and priorities in a calm and professional manner.
- Excellent computer skills and facility with MS Office suite of software. Ability to easily learn new software programs.
- Ability to work overtime, nights, weekends and holidays when necessary.
- Ability to successfully pass a background check.

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