



**** Job Posting ****

Date of Posting: July 12, 2022

Durham Arts Council

120 Morris Street
Durham, NC 27701
www.durhamarts.org

Position Title:

Director of Creative Arts in the Public/Private Schools & Community - CAPS

Summary of Position:

Creative Arts in Public and Private Schools (CAPS) is a 50-year award-winning, signature program of the Durham Arts Council that places professional teaching artists in public/private classrooms and community settings throughout Durham, Granville, Orange and Person counties. The program has grown to serve over 29,000 students and community participants.

The Director of Creative Arts in the Public/Private Schools & Community is a key management position that provides leadership, effective management, and day to day coordination of the Creative Arts in the Public/Private Schools program (CAPS) including but not limited to Durham Public Schools Partnership, Sandy Ridge Visual & Performing Arts Elementary Partnership, Granville Education Foundation Arts Partnership, DPS Community Education After-school and Summer Arts Partnership and related teacher training, artist training, and other specialized partner programs in schools, community clubs, and community facilities. Recruits, supervises, and evaluates teaching artist contractors. Recruits and supervises interns and volunteers. Currently is the only employee in the department. May, in the future, supervise a part-time assistant as budget resources allow. Participates as a member of the DAC Management Leadership Team, and works closely with the Executive Director and other DAC staff. Coordinates closely with the Durham Public Schools Arts Director of Arts Education and school arts coordinators from surrounding counties.

The Director of CAPS & Community Arts Partnerships will be an individual experienced and skilled in providing innovative team leadership in developing and implementing dynamic and engaging high quality arts programs, artist residencies, and partnerships in response to diverse educational and community interests and needs. Handles all aspects of artist recruitment, booking of programs in the schools and community sites, contracting and invoicing, evaluation, program marketing, and internal administrative planning and coordination of CAPS/Community Arts Partnership programs.

Education and Certifications:

B.A. or B.S. college degree required in arts education, arts administration or related field required. Master's degree preferred.

Experience Required:

Demonstrated experience and skill in developing, managing, implementing, and growing successful arts education and arts integration programs for school audiences ages pre-K to grade 12, and community audiences. Minimum of 5 years progressively responsible experience. Clear record of effectiveness in program planning, supervision and management of staff, contractors, and vendors. Knowledge of the arts and a demonstrated interest in arts-curriculum integration, arts education and community engagement in the arts. Knowledge of K – 12 NC Common Core curriculum standards. Excellent teamwork skills and verbal, written, and interpersonal communication skills. Strong organization, technology and planning skills to develop and manage complex projects.

Salary and Benefits

This is a full-time, exempt salaried position. Salary hiring range \$54,000 – \$57,000 depending on experience and qualifications. DAC offers an excellent benefits package for full time employees that includes paid holidays, paid vacation, sick time and personal time; plus health, long and short-term disability, dental, and life insurances and a retirement Simple IRA plan with 3% employer match.

DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and Inclusion. Diverse candidates encouraged to apply.

The provisions of this job description are based upon and are to be compatible with existing legislation, by-laws, goals and objectives, and personnel policies governing Durham Arts Council, Inc. Durham Arts Council serves a diverse community, and highly values a diverse staff and board.

To apply: Send resume and cover letter to info@durhamarts.org.

Put **CAPS Director Application** in email subject line. No phone calls please.

Hiring Timeline:

- Applications will be reviewed on a rolling basis with a priority deadline of July 29, 2022. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to interview.
- We hope to extend a job offer to one candidate in August.
- Job offers are contingent upon successful completion of a reference and background check.

Should you require any accommodation during the application process, please indicate this on your application and we will work with you to meet your accessibility needs.

More information on the Durham Arts Council is available at www.durhamarts.org

Organization Overview:

The Durham Arts Council (DAC) is a 501(c)(3) nonprofit and leading local arts agency in North Carolina dedicated to supporting the arts in Durham and the entire Triangle Region. Since 1954, DAC has served the community as a catalyst in the cultural development of Durham - it leads, inspires, and promotes excellence in and access to the creation, experience and active support of the arts for all the people of our community. We do this through:

- **Serving the Public:** Providing and supporting arts programs, classes, exhibits, festivals, arts integration programs in schools, and arts events for residents, students and visitors of all ages.
- **Serving the Arts & Cultural Community:** Providing facility space, grant support, employment, exhibition, sales and performance opportunities, training, advocacy and information services for artists and arts and cultural organizations.
- **Leading Arts and Cultural Planning, Advocacy and Creative Placemaking:** Providing arts and creative economy research, arts advocacy, and development of the SmART Initiative downtown arts corridor.

Each year DAC serves over 400,000 visitors and program participants, over 2,000 artists, and more than 300 arts and cultural organizations through its services. DAC's service to the community has grown substantially in the last ten years with 153% increase in number of people served through existing and new programs. DAC seeks to grow support for its mission and current programs and develop support for new initiatives in a rapidly growing arts and cultural scene in Durham.

Our home is the Durham Arts Council Building, a city owned, multi-purpose community arts center in downtown Durham, North Carolina and our signature event, CenterFest, is Durham's annual street arts festival.

The Durham Arts Council FY2021-22 operating budget is \$3 million with approximately 50% from earned revenue and 50% contributed. DAC is governed by an active Board of Trustees and managed by 10 full-time professional staff members plus part-time staff and contracted service providers.

Durham Arts Council is in downtown Durham, a vibrant, diverse and fast-growing city of approximately 280,000. Durham is part of the larger Research Triangle region of North Carolina, with a metro population of well over 1,200,000. The area is a center for education, research, health care and technology industries that require a strong cultural, educational and entertainment base to attract qualified employees. A recent 2018 national study cites Durham as #7 in U.S. mid-size cities for arts vibrancy.
