

EAST BAY CENTER FOR THE PERFORMING ARTS

Associate Director of School and Neighborhood Partnerships (Full-Time Salaried- Exempt)

POSITION ANNOUNCEMENT

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,500 youth in over 10 schools. The Center's staff consists of 25 administrative staff and approximately 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

About the Position:

We are in search of a seasoned professional who has extensive experience teaching and working with children in a leadership role, focusing in the arts. The successful candidate will work under the direction of the Director of School and Neighborhood Partnerships and will assist in leading the vision, direction, and implementation of all East Bay Center programs within the WCCUSD and Community Centers. This will include designing and coordinating programs with schools and community sites, supervising staff and faculty, and administration of logistics and contracts.

The incumbent will play a crucial role in the next phase of the East Bay Center for the Performing Arts' development, in alignment with the recently updated strategic plan, and will be responsible for effective and ongoing managerial, administrative, and artistic/educational leadership duties at the Center.



Developing Young Artists
Re-Imagining the World

339 11th Street
Richmond
CA 94801-3105

eastbaycenter.org

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Some Key Responsibilities:

Leadership and Program Management (50% of time)

- Participate in short- and long-range strategic planning for the department and organization;
- Oversee 6-8 arts education programs at various WCCUSD sites and community centers;
- Develop and manage *Learning Without Borders*, a professional development/arts integration program for classroom teachers;
- Coordinate and liaise with school and district administrators and teachers;
- In collaboration with other Center departments, assist with communication and outreach in the schools and community sites to enhance the visibility of the Center's programs and events;
- Support and assist with the evaluation and assessment of all programs;
- Facilitate and track school and community center contracts, invoices and billing;
- Support the development and execution of a preschool/early childhood arts program
- Perform other related duties as assigned.

Staff and Faculty Management and Development (50% of Time)

- Supervise and direct the work of a group of faculty and staff focused on outreach and access program development and delivery;
- Support faculty and staff in developing diverse arts curriculum and implementing dynamic, effective and culturally relevant instruction in various community programs;
- Assist with the hiring, onboarding and orientation of Teaching Artists for the School Partnerships team.

Requirements and Qualifications:

- A Bachelor's degree in performing arts, education, or a related field; teaching credential and/or Master's a plus but not required.
- Minimum of five (5) years of experience working with children and youth in school settings; and developing music curriculum for such grade levels;
- Experience working with, coaching, and/or managing teachers or Teaching Artists;
- Passion for performing arts and high-level proficiency of artistry;
- Experience working in under-resourced communities with socio-economic, racial and culturally diverse classroom settings;
- Ability to effectively manage large groups of students;
- Experience coordinating music assemblies and performances;



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- Proven ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment where instructional time includes community building, conflict resolution, skill-building, and empowering students to be peacemakers and agents for positive social change;
- Fluency in Spanish a plus, but not required;
- Humility, strong work ethic, sense of humor, collaborative nature, and a can-do attitude;
- Experience working in a diverse work environment
- Belief that all students can express themselves artistically and achieve at high levels;
- Strong written and verbal skills and ability to communicate to a diverse audience.

Required Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with ability to maintain a calm and patient demeanor with all students, staff and constituents.
- Thorough understanding of various special education needs and services.
- Thorough understanding of and the ability to implement a variety of effective teaching methods.
- Thorough understanding of policies, laws, and guidelines related to teaching students in a public education environment.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

Work Schedule:

- Monday – Friday, 40 hours per week. May be required to work some overtime as needed.
- Some evenings and weekends as required.

Physical Requirements:

- Prolonged periods standing and walking throughout school and classroom.
- Must be able to lift up to 45 pounds at a time.
- Must be able to assist students who have physical difficulties.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach children throughout the day.
- Prolonged periods sitting and working on a computer to complete necessary paperwork.



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Other Requirements:

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.

Compensation: Commensurate with experience

Application Process:

If interested, please submit the following documents:

- ***Resume and cover letter as a Word or PDF document***
- ***A list of three professional references***
- ***Send documents via email to Andrea Landin, Director of School Partnerships: andrea.landin@eastbaycenter.org.***
- ***Please include in the subject line: Associate Director of School and Neighborhood Partnerships***

Please note that failure to submit the required documents may disqualify you from further consideration.

East Bay Center for the Performing Arts is an Equal Opportunity Employer.



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