

## Program Manager of Education (Part-Time)

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*The Cultural Office of the Pikes Peak Region is a nonprofit local arts agency committed to building a thriving community united by creativity in El Paso and Teller counties of Colorado.*

*The Cultural Office is a champion of activities, programs and philosophies that break down barriers to the arts, respect risk-taking and artistic freedom, enhance our community's unique identity, commit to excellence and education, and, importantly, are genuinely inclusive of all people regardless of race, religion, ethnicity, sexual orientation, gender identity, age, physical/mental abilities, and geography. Candidates who can contribute to our goals of advancing inclusion in the arts are encouraged to apply and to identify their strengths in this area.*

### **DESCRIPTION OF POSITION:**

The Program Manager of Education supports the growth and development of creatives in the Pikes Peak region across their lifetime, from K-12 arts education to creative workforce development to leadership development. By approaching this continuum of learning holistically, the Cultural Office supports a stronger pipeline for the people who power a healthy creative economy and creative future. This new role will not directly deliver educational experiences, though they will host some professional development for the arts community. Instead, they will be a connective coordinator for regional creative learning, lowering barriers and building new collaborations and livelier resource sharing between the people and programs working “on the ground” in local education. In alignment with Arts Vision 2030, one focus will be to increase equitable access to arts education and amplify the development of emerging arts leaders and arts leaders of color.

The successful candidate will be energetic, independent, and collaborative with a passion for learning at all ages. A spirit of innovation will help to bring to life this new position. If this job posting inspires you, please apply.

### **REPORTING RELATIONSHIP:**

This position reports to the Executive Director.

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **Cultural Office Program Team**

- **Arts Education (K-Higher Ed):** This position will be a new nerve center, building stronger relationships and resource sharing between the Cultural Office and ...
  - Arts education leaders in local K-12 school districts
  - Community engagement staff and arts faculty at local colleges & universities
  - Artists working with students within formal education or in the community
- **Creative Workforce Development, Apprenticeship, Mentorship:** This position will connect and support the practical learning opportunities in our region that can develop the creative workforce, and is the Cultural Office liaison to regional partners like Pikes Peak Workforce Center.
- **Leadership Development:** This position develops, incubates, or strengthens leadership opportunities locally for creatives, with particular emphasis on emerging arts leaders and arts leaders of color. This includes nominating diverse creative leaders for awards, scholarships, and recognition.
- **Military Arts Connection:** Leads the completion of the Military Arts Connection 2023 grant-funded program, which provides arts experiences for active duty military members, veterans, and their families.

Thereafter, helps to lower barriers between the local military population and local arts & cultural experiences and facilitators.

- **Convenings:** Responsible for leading 2 events annually to advance local thought or practice on the theme of leadership. Events may be professional development workshops, panels, summits, etc. This position will be responsible for content, collaborating with the Engagement Coordinator, who will oversee event logistics.
- Represents the Cultural Office on panels, in media, and at public speaking opportunities as a thought leader on the role of the arts in regional economic growth, workforce development, and more.
- Supports the Executive Director in strategy, content, community presentations, and special initiatives.
- Approves Peak Radar event listings alongside the rest of the staff, as necessary.
- Supports other projects of the Cultural Office, as needed.

### **ALL-STAFF RESPONSIBILITIES**

- We appreciate the arts and participates regularly in local arts & culture in diverse ways.
- We set a leadership standard of excellence for the local creative sector.
- We are a community of learners. We encourage a growth mindset in each other, and we pursue professional development through the time and budget dedicated to each of us by the Cultural Office.
- We seek to listen and engage authentically with each other and the community we serve.
- Each of us demonstrates concretely that we are advancing the first declaration of the Arts Vision 2030 Cultural Plan (also part of the COPPeR Strategic Plan):

*We must empower a JUST, INCLUSIVE AND EQUITABLE Pikes Peak region. We commit to holding doors open for one another, including all voices, and advancing historically underrepresented artists, creatives, and audiences in our communities.*

### **STRATEGIC ALIGNMENT:**

Aligns with the CONVENE goal of the [Cultural Office Strategic Plan](#).

Aligns with [Arts Vision 2030](#) Declaration 6 DIVERSE AND EMERGING ARTS LEADERS and 8 HIGH QUALITY ARTS EDUCATION. All positions align with Declaration 1 JUST INCLUSIVE & EQUITABLE.

### **QUALIFICATIONS**

- 5+ years of relevant professional experience
- Excellent writing & editing skills
- Strong public speaking abilities
- Preferred: Higher education study in education, arts education, leadership development, or fine arts.
- Preferred: Existing connections and/or involvement in the local creative community
- Plus: Proficiency in Spanish or ASL

### **COMPETENCIES:**

- Self-motivated, organized, professional, and adaptable
- Interpersonal skills to positively work with a wide range of individuals and groups from culturally and geographically diverse communities within our region.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to think and work creatively.
- Comfort and competence with technology and the ability to learn and operate office software. Software utilized will include: Microsoft Office, WordPress, Constant Contact

### **MINIMUM PERFORMANCE STANDARDS:**

- All Cultural Office employees are responsible for promoting the mission of the organization and maintaining a voice to advocate passionately for arts & culture – and for the Cultural Office specifically.
- All employees must follow branding and communications standards established for the organization.
- All employees are expected to maintain high standards of productivity, cooperation, attendance, and efficiency, whether working from the office, or remotely when necessary.
- Professional dress and manner are required to maintain a positive public image for the organization and healthy office culture.
- Weekend and evening work duties may occasionally be necessary.
- Reliable transportation to and from the office, and to other community events, is required.

### **PHYSICAL REQUIREMENTS AND FREQUENCY:**

- Requires the use of office equipment, such as computers, telephones, copiers, etc.
- Requires corrected vision and hearing to normal range, as well as speaking on the phone and in public.
- Requires eye-hand coordination and manual dexterity for the completion of work-related tasks.
- Requires prolonged standing and/or sitting.

### **SALARY, HOURS & BENEFITS:**

\$25/hour, part-time, with performance evaluations annually. Non-exempt.

Average work schedule of 20 hours/week, with specific schedule to be mutually agreed upon with the chosen applicant between 9AM-5PM Monday-Friday (in person at the Downtown Colorado Springs Arts Info Space, with flexibility for remote work); evening and weekend work may occasionally be required

Benefits for part-time employees include paid holidays, vacation leave, sick leave, and professional development. Finalists for the position will be given additional details.

### **TO APPLY:**

Applicants should email a 1-page cover letter AND a 1-2 page resume to [info@CulturalOffice.org](mailto:info@CulturalOffice.org). Please note if you are applying for one specific, or both, currently open positions. ***Priority will be given to applications received by April 15. Applications will be accepted until the position is filled.***