



DIRECTOR, CHILDREN'S CREATIVE PROJECT

Reports to: Associate Superintendent
Division: Student and Community Services

Our ideal candidate

You are an outstanding leader with strong ties to the artistic community and experience in nonprofit management, preferably in the fields of education or arts education. You take pride in your programs and strive for excellence. You have a track record of success in management, marketing, fund development, and community outreach. You handle and manage multiple projects to meet timelines and deadlines. You operate with considerable independence and exercise a high level of discretion. You are an exceptional communicator, both orally and in writing.

General description

Under general direction, coordinate and direct the activities of the Children's Creative Project (CCP). Responsibilities include the promotion, design, implementation and expansion of visual and performing arts education programs; supervision and evaluation of subordinates; preparation and submission of grant applications; preparation of budgets, grant contracts, and reports; development of community-related projects; representing the department and the Santa Barbara County Education Office in the community; and providing management-level support to Children's Creative Project Board of Directors, including board and committee member recruitment and agenda preparation.

Specific duties and responsibilities

1. Direct programs as established by federal, state, local, and/or Santa Barbara County Education Office regulations, or private funder program guidelines.
2. In collaboration with Children's Creative Project Board of Directors, develop strategic plans for school-based arts education programs; identify, plan, and implement specific program and funding goals and objectives; and prepare proposed programs and budgets for approval by Board.
3. Provide leadership in the planning, direction, and management of the Children's Creative Project.
4. Establish and maintain relationships with artists and the arts community, in order to recruit artists for the program, develop programming initiatives, and fulfill other program goals; foster business-education-art partnerships to maximize the use of community resources.
5. Research and write funding proposals and grants to support the strategic plan, mission, goals and objectives of CCP; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; develop procedures for CCP programs to include research-informed and best practices.

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6. Plan, coordinate, and implement fundraising activities, including revenue-generating events and product sales; make presentations to community organizations, school administrators, staff and school boards, and parent organizations to obtain program grant funding or contracts.
7. Schedule, coordinate and oversee visual and performing arts classes, performance events, special parent/child and teacher workshops, and art exhibitions; engage artists to provide instruction and touring artists to provide performances; support artists in implementing best practices in an educational setting and state standards related to visual and performing arts and social/emotional learning; and coordinate programs with, other arts organizations and community agencies.
8. Organize events to showcase program offerings; publicize CCP programs to teachers, school administrators, parents, and the broader community; organize tours of programs, activities and events.
9. Maintain records and data to document achievement of performance outcomes as defined by the scope of work for program grants; prepare progress and final reports on program outcomes.
10. Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funder requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
11. Develop and maintain relationships with visual and performing artists, school and district administrators, parent groups, and community partners, coordinate work and resources, influence policy, and advocate for arts education by serving as department representative on external community committees, advisory boards, and coalitions.
12. Plan and deliver presentations and community outreach to advisory groups, business, and service organizations to promote department programs.
13. Select and train staff, volunteers, and interns; assign and review work; establish performance goals and standards; provide coaching and professional development to program staff to create and sustain a high-performance team. Offer support and training opportunities for artist contractors to implement best practices in an educational setting.
14. Engage and monitor the work of consultants as needed.
15. Perform other related duties as assigned.

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Requirements

Education: Possession of a bachelor's degree in education, fine arts, performing arts, arts education, arts administration, or nonprofit administration, or related field. A master's degree in a related field is preferred.

Experience: Two years' experience in a leadership role in an organization dedicated to the arts or arts education, preferably in the public or nonprofit sector.

Experience in arts education/administration or K-12 education is preferred.

Knowledge of:

- Operations, policies, and objectives of the Santa Barbara County Education Office or similar organization
- Principles and practices of program administration and professional development
- Budget development and management
- Effective grant writing procedures
- Best practices in public relations and public speaking
- Methods of community outreach and engagement
- Program development and evaluation
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Pedagogical methods and techniques related to arts education
- Visual and Performing Arts (VAPA) standards

Ability to:

- Establish and maintain relationships with communities of artists in a variety of media and disciplines
- Communicate effectively, both orally and in writing
- Identify and develop linkages and partnerships with community agencies and resources
- Research, write and present reports
- Write and manage grants
- Multitask performing varied and complex administrative duties
- Initiate, plan, and execute projects
- Make public presentations to a wide variety of stakeholders
- Formulate and articulate complex ideas and concepts to a variety of audiences
- Work independently
- Work cooperatively and maintain effective working relationships with community, business, nonprofit partners, and co-workers



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- Lead and work effectively with groups to accomplish goals and consistently meet timelines
- Operate a computer and other office equipment and related software programs
- Work with frequent interruptions
- Learn Santa Barbara County community agencies, local government agencies, foundations, and nonprofits
- Learn fundraising methods and practices, including but not limited to annual campaigns, major gifts, donor cultivation and stewardship

Licenses and certificates

Possession of a valid California driver’s license and the use of a dependable vehicle are required.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment.

Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening, weekend meetings, and events is also required.

Management salary range 28

<i>Approved by the Personnel Commission:</i>	September 22, 2018
<i>Revised:</i>	March 25, 2021
<i>Revised:</i>	October 27, 2022
<i>Revised:</i>	June 22, 2023 (salary range update only)