



TURNAROUND ARTS: CALIFORNIA

creating success in schools

JOB DESCRIPTION PROGRAM DIRECTOR

Turnaround Arts: California is a non-profit organization established to administer Turnaround Arts, a signature program of the President's Committee on the Arts and the Humanities and the John F. Kennedy Center for the Performing Arts, in the State of California. The program is designed to bring effective and integrated arts education into some of the lowest performing elementary and middle schools in the country. Through this initiative, schools in the process of reform develop new strategies and tools to shift school culture and climate, and better engage students and parents through the arts.

Turnaround Arts: California seeks a Program Director, who reports to the Executive Director and supervises two staff members. The Program Director oversees the statewide program, including: strategy and cohort-building; school relationships; research and evaluation; partnerships with arts and educational organizations; contract development and oversight; management of budget, staff, human resources and general operating systems; and compliance with National Turnaround Arts policies. The ideal candidate will be an experienced, independent, motivational leader who is passionate about mission driven work, and is excited about non-profit administration. Join us and contribute to the changing face of education reform strategy.

Specific job responsibilities:

- In partnership with the Executive Director, facilitate and maximize the provision of community arts education resources to Turnaround Arts schools including, and not limited to:
 - Establishing mutually beneficial relationships with local arts partners, key district and local officials;
 - Developing strategic partnerships with local arts and cultural organizations, foundations and businesses to work in and support schools;
 - Working with school district officials to provide maximum support and flexibility to schools;
 - Leveraging community resources to provide meaningful and strategic professional development and artist residencies to schools.

- Lead the program team in building strong working relationships with regional coaches and principals including, and not limited to:
 - Understanding the major goals, challenges and opportunities in each school, both with respect to their arts program and their larger reform objectives;
 - Ensuring frequent school communication, including regular site visits to each school;
 - Assessing school strategy and approach, advising coaches and principals, and monitoring progress towards Turnaround Arts goals;
 - Overseeing school based Strategic Arts Plan development and refinement processes, program implementation, the development of individual school arts leadership teams, recommendations for relevant professional development, overall problem-spotting and principal coaching;
 - Encouraging school districts, parents and communities to be supportive of, and involved in, arts activities and events at partner schools;
 - Nurturing school environments that celebrate creativity and artistic achievement, including performances and exhibitions by students, and arts enhanced physical spaces and displays;
 - Ensuring all schools are compliant with program requirements and deliverables;

- Overseeing the development of conference programs and materials;
- Supervising the development of constructive cohorts between and amongst Turnaround Arts partner schools (i.e. principals, arts team leaders, etc.)
- Supervise media and communications including, and not limited to:
 - Developing a communications plan that identifies and targets key audiences and emphasizes the central role arts education has played in turning around historically underperforming schools;
 - Collecting data demonstrating the direct role of the arts in successful school turnaround and ensuring research findings are delivered at key conferences and via strategic media outlets;
 - Overseeing and obtaining regular, positive local press featuring schools, the program and the organization;
 - Finalizing news releases for events, school visits and other opportunities;
 - Reviewing and approving content for organizational communications channels including print collateral, web, blog, social media and e-blast;
 - Ensuring consistent tone, look and feel across all organizational communications channels.
- Oversee all administrative aspects of the program including, and not limited to:
 - Employee development and management, onboarding and termination, adherence to and occasional updates to the employee handbook, timesheet submittals and time off requests;
 - Developing and executing contracts, overseeing contract management and adherence to budget;
 - Developing and supervising statewide program implementation and dissemination of grants;
 - All aspects of organizational budget development, forecasting, projecting, revision and reporting;
 - Managing end of fiscal year closeout and reporting;
 - Preparing of budgets, reports and other materials for the Board of Directors;
 - Reporting to funders and program partners, including Turnaround Arts National.
- Oversee all elements of compliance with and accountability to Turnaround Arts National including, and not limited to:
 - Being a primary point of contact for Turnaround Arts National;
 - Participating in local program leaders training and national summer conference;
 - Adopting and implementing the Turnaround Arts vision, approach and practice;
 - Complying with all reporting and data requirements;
 - Helping to plan and execute Turnaround Arts National visits to schools, and events in schools, including events with Turnaround Arts National staff, contractors and Turnaround Artists;
 - Ensuring and supervising the participation of local staff and local Turnaround Arts school teams in the national summer conference.
- Assume other responsibilities as requested.
- This position will require 20-30% travel, including overnight travel.

Minimum qualifications:

- Bachelors degree from an accredited institution in a relevant field of study
- Demonstrated experience to perform the job responsibilities outlined above

Required skill sets:

- Ambition and desire to help develop a non-profit
- Excitement about playing a leadership role in a small office and overseeing meaningful, mission driven work
- Motivational leadership with a team-focused, growth mindset approach
- Background in arts program management, arts education, educational reform or education policy
- Ability to handle complex, fast-paced workload with a high level of professionalism
- Skill in directing a staff to quickly and fluidly manage changing circumstances and priorities
- Strong analytic and strategic thinking skills
- Excellent interpersonal skills and a track record of building successful partnerships
- Demonstrated discretion in dealing with high-profile contacts
- Polished oral and written communication skills, demonstrating tact, diplomacy and accuracy
- Ability to represent Turnaround Arts: California in an exceptional manner
- Fluency with Microsoft Office Suite and Google Mail, Calendar and Drive
- Ability and willingness to perform a variety of tasks as shifting program demands require
- Background in communications, community organizing, program development or fundraising a plus

Compensation:

- Highly competitive salary based on qualifications and experience
- Benefits package including medical, dental and vision insurance, 401k plan, paid holidays and paid time off

Application procedure:

Submit the following materials to admin@turnaroundartsca.org with the subject line "Program Director Position." We are interested in filling this position ASAP so materials will be reviewed on a first come first serve basis with interviews anticipated to start in late January.

- Turnaround Arts: California Employment Application (attached)
- Cover letter demonstrating interest and ability to perform the job responsibilities outlined above
- Resume demonstrating experience and education

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false or misleading statements may be cause for rejection of the application and/or termination of employment.

All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.



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TURNAROUND ARTS: CALIFORNIA APPLICATION FOR EMPLOYMENT

TURNAROUND ARTS: CALIFORNIA, a California Corporation, is an equal opportunity employer. TURNAROUND ARTS: CALIFORNIA does not discriminate on any basis prohibited by federal, state or local law, including race, color, national origin, age, gender, gender identification, sexual orientation, religion, or disability. Consistent with the American's With Disabilities Act, applicants may request accommodation needed to complete the application process. Please contact the Executive Director at admin@turnaroundartsca.org or 310.482.3131 if you have any questions regarding this policy.

PERSONAL INFORMATION:

Date: _____ Social Security Number: _____

Name: _____

Present Address: _____

Permanent Address (if different from above): _____

Phone Number: _____

Are you 18 years or older? Yes ___ No ___.

POSITION SOUGHT:

Position Sought: _____ Date you can start: _____

Salary Requirements: _____ Days/Times Available: _____

How were you referred to our organization? _____

Have you ever applied to this Organization before? _____ When? _____

Are you currently employed? Yes ___ No ___.

May we contact your current employer? Yes ___ No ___.

Have you ever been convicted of a felony, including a guilty plea or plea of *nolo contendere*? Yes ___ No ___ . If yes, please explain. _____

Have you ever been convicted of a misdemeanor which resulted in imprisonment, including a guilty plea or plea of *nolo contendere*? Yes ___ No ___ . If yes, please explain. _____

(A conviction will not necessarily disqualify an applicant from employment. You need not disclose convictions that you have confirmed are sealed, erased or expunged by court order or are protected by state law from disclosure. Some state laws protect your right not to disclose certain types of criminal convictions and may create a right not to disclose criminal convictions that occurred beyond a certain amount of time in the past. You should seek legal counsel regarding your rights under state law before disclosing criminal conviction information. *You need not disclose misdemeanor convictions for which they you successfully completed probation, referral to any pre-trial or post-trial diversion program or certain marijuana convictions more than two years old, as referred to in Cal. Labor Code section 432.8.*)

Have you ever been arrested or charged with a crime involving misconduct or abuse of a minor?
Yes ___ No ___ . If yes, please explain. _____

Have you been charged with a crime for which trial is currently pending. ? Yes No
If yes, please explain: _____

EDUCATION:

School Level	Name and Location of School	No. of Years Attended.	Did you Graduate?	Area of Study; Degree(s) Received
High School				
College				
Graduate School				
Trade, Business Or Correspondence School				

MILITARY SERVICE:

Complete this section if you served in the U.S Armed Forces	Branch of Service:
Describe your training and duties:	Period of active duty?
	Rank at discharge:
	Date of final discharge:

GENERAL:

Do you have any additional education, skills or training that would help you perform the work for which you are applying? _____

EMPLOYMENT HISTORY:

Please list *all* employers for the last ten years, beginning with the most recent:

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Use additional paper if necessary.

Please explain any gaps in employment: _____

REFERENCES:

Please list three persons, not related to you, whom you have known at least one year:

Name:	Address and Phone Number:	Relationship/ Business/ Position:	Years Acquainted:

NOTICE TO ALL APPLICANTS:

I understand and agree that if I am employed by TURNAROUND ARTS: CALIFORNIA ("The Organization") my employment will be at-will, which can terminate with or without cause and with or without notice at any time. I understand that no supervisor or representative of the Organization has the authority to enter into an agreement other than for at-will employment, other than the Executive Director of the Organization and that any such agreement must be in writing and signed by the Executive Director. I understand that this agreement of at-will employment sets forth the entire understanding between me and the Organization regarding the duration of my employment. I understand that consideration of my application, as well as any employment is conditioned upon my agreeing to arbitrate all employment related disputes. The terms of this arbitration agreement are more fully set forth in the Organization's arbitration policy. I understand that my employment is also conditioned upon my signing the Organization's Confidential Information and Invention Assignment Agreement. I further agree that, in the event that I am not hired, I will keep confidential and will not disclose to anyone, any confidential, proprietary or trade secret information that I receive from the Organization during the application process, including information regarding the Organization's donors, volunteers, services, ideas, processes or techniques, financial data, technical data or business plans.

I understand that I will be asked to authorize the Organization to conduct background investigations and consumer background investigations in connection with the application process and, in the event that I am hired, during and subsequent to my employment. I understand that the Organization may request information from many sources, including, but not limited to: past employers, educational institutions, personal references and any public or private agencies that have issued me a professional, vocational certification or license. I further understand that such investigation may include review of a wide range of documents and information, including, but not limited to, my credit history, driving record, criminal history and verification of any information provided in this application or during my employment, if I am hired. I understand that any misrepresentation or omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment or immediate discharge from employment. I hereby acknowledge that if offered employment I will be required to pass a drug test.

Release of Claims

I further hereby release and hold harmless the Organization, its officers, employees and agents, any other person, or public or private entity, inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to this Request, Authorization, Consent and Release, or making any written or verbal communications for such purposes, from any and all, claims arising from such activities, including, but not limited to, any claims whatsoever for defamation, fraud, misrepresentations, intentional or negligent interference with prospective business relations or contract, breach of contract (including any settlement agreement), negligent or intentional infliction of emotional distress, employment discrimination, violation of public policy, and any other potential claims, demands, damages, liabilities and/or actions of any kind whatsoever, whether known or unknown to me presently, that I may have, now or in the future, regarding the application process. I have carefully read this Request, Authorization, Consent and Release and have voluntarily agreed to its terms to assist the Organization in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace. I voluntarily grant this release for purposes of supporting my application for employment and based upon my desire to encourage the Organization's consideration of my application. If I have any concerns about the information that may be provided to the Organization during its investigation concerning issues relevant to the Organization's consideration of my application, I have voluntarily explained such occurrences to the Organization in writing. I additionally agree to fully cooperate with the Organization in permitting the release of the above information and reports, prior to or during my employment, if I am hired. I understand that all information and documents generated, received or maintained by the Organization during, or as a result of, its investigation, will be maintained as confidential information and that the Organization will release such information or documents to me only as required by law. NOTICE: New employees are required to produce verification of their legal right to work in the United States and to attest under penalty of perjury that the documents you have produced are genuine and relate to you.

My signature below certifies that I have read and understand the foregoing and I declare, under penalty of perjury, that to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to the employment at-will relationship and agree to be bound by the terms and conditions of employment stated in this application.

Signature
Firmwide:133214264.1 850000.2024

Date (mo/day/yr)