

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE JOB VACANCY NOTICE**

Office Title: Director of Education	Salary: \$35,020 – \$47,000
Civil Service Title: Arts Program Specialist (1) Position	Work location: 33-00 Northern Blvd.
Title Code: 60495	Work Unit: Materials for the Arts, Long Island City New York

Job Description

The New York City Department of Cultural Affairs is seeking a Director of Education for its Materials for the Arts program (MFTA). The program receives material donations from the private and public sector and makes these donations available to New York City's not-for-profit arts and cultural organizations, social, health and community organizations with arts programs and the NYC public schools. Materials for the Arts is a waste reduction/materials donation program that processes more than \$7 million dollars annually in goods to 4,000 cultural organizations and arts programs at social, health and community service organizations and the NYC public schools.

Reporting to the Executive Director of Materials for the Arts, the Director of Education is responsible for the oversight and coordination of all aspects of the day to day education program from designing educational workshops and overseeing their implementation to recruiting teaching artist for the program, training, supervising, and managing program budgets. This position requires extensive inter-agency coordination and outreach to the New York City Department of Education and cultural organizations. The Director will also help develop program policy conduct research concerning arts education topics assist with grant writing; works closely with the DOE staff and administrators to design and implement professional development workshops and is the point person during all scheduled day and evening workshops.

Preferred Skills

The preferred candidate must have excellent interpersonal and communication skills (both verbal & written); solid organizational and computer skills; the ability to efficiently and promptly handle and prioritize multiple tasks simultaneously while meeting deadlines and changing priorities is critical. A creative problem solver with the ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member is essential. Familiarity and experience with up to date NYC teaching methods, learning standards and pedagogy as well as web and social media is important. The candidate should have a thorough working knowledge of NYC's arts and education and cultural community plus an interest or general knowledge of New York City government.

Qualification Requirements

- Four years of full-time experience in planning, coordinating, budgeting, producing organizing administering or directing a cultural program or institution; or
- Three years of full-time experience as a practitioner in any of the performing or visual arts, plus at least one year of experience in planning, coordinating, budgeting, producing, organizing, administering or directing a cultural program or cultural institution; or
- A baccalaureate degree from an accredited college including or supplemented by 24 credits in one of the visual or performing arts or in arts management, or
- Education and/or experience equivalent to that described in (1), (2), or (3) above. However, all candidates that do not possess a baccalaureate degree must have at least one-year of experience as described in (1) above. Experience of substantial nature will be considered on a pro-rated basis, if it is not full-time.

*** New York City Residency required within 90 days of Appointment ***

TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:

crcruit@culture.nyc.gov **The JVN# MUST be the only text in the subject line of email.** Also please indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume To: DCLA/Human Resources Office, 31 Chambers St., 2nd Fl., New York, NY 10007 (Indicate JVN# in upper right hand corner of cover letter & resume) Please submit your cover letter & resume only once using one of the above methods. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: www.nyc.gov/culture **Appointments are subject to OMB approval.**

The City of New York is an Equal Opportunity Employer

Date: August 3, 2010	Post until: Filled	JVN: 126-2011-012477
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