

Orange County Government
ARTS EDUCATION CENTER



SEARCH FOR ORANGE COUNTY ARTS EDUCATION CENTER DIRECTOR

JOB INFORMATION

DESCRIPTION:

Director of Orange County Arts Education Center

TYPE OF POSITION:

- Administrative
- Full Time
- Available immediately

VISION:

Equitable access for all to meaningful and sustained arts education opportunities in Orange County.

MISSION:

To build connectivity, collaboration and support among Orange County's leaders, citizens, nonprofit organizations, educational institutions and businesses to make high quality arts education accessible and a source of pride to all.

GOAL OF THE ARTS EDUCATION CENTER:

To be the focal point for arts education in Orange County. The Center exists to provide access to high quality arts education for all citizens of Orange County. The Center will serve as an umbrella for the various arts education programs now in existence and to be developed in the future.

TARGET AUDIENCE OF THE ARTS EDUCATION CENTER:

The key target audiences identified for the Center are arts organizations, educators, school personnel and student, artists, local governments and social service agencies, general public, foundations, government funding sources, corporations and the general public.

ABOUT THE ORANGE COUNTY ARTS EDUCATION CENTER

The Orange County Arts Education Center is the result of five years of research, planning and development by the Orange County Arts Education Center Committee (OCAECC) of Orange County's Arts & Cultural Affairs Advisory Council. All of Orange County's million plus residents and visitors are its concern. Partners will include the area's arts organizations, the Orange County Public School District (11th largest in the nation), as well as Pre-Kindergarten, private and home school programs, colleges and universities and others as listed above. Additionally, the Center will focus on increasing public awareness of arts education, making arts education opportunities accessible, providing professional development, coordinating resources and as a convening various organizations to address issues and ideas on arts education.

The Center and its personnel will be supervised by the Arts & Cultural Affairs Office of Orange County Government; however, the Center will operate as a public/private venture. The Orange County Arts Education Center Committee will serve as an advisory board to the Center and the Committee's Action Teams will serve as a resource for many of the events to be produced by the Center. The Center opened in 2008.

ARTS EDUCATION CENTER PROGRAMMING

ACCESS

Public Awareness (Advocacy)

The public awareness program will focus on the value of arts education and public support for the arts and arts education. The program should include a planned media schedule, Website information, special information programs and research on arts education, as well as a public awareness campaign.

Programs

Work with the Community Action Team to present its programs, including the *Arts Summer Camp Fair* and other community events targeted at the medical, social service, elderly, justice or business community.

QUALITY

Professional Development

Professional development in arts education for arts organizations, artists, educators and interested others is viewed as critical to achieving the status of “world class community for the arts.” In professional development programs to enhance arts education in varied settings, educators, social service workers, local government employees providing arts education, artists and others learn from one another about the arts, about teaching, and about the art of teaching.

The Center will work with existing community resources to broker resources and services to build quality and comprehensiveness in arts education programming. To this end, it is essential that the Center build strong alliances with arts organizations, local government and social service entities, the Orange County Public Schools and interested others.

School-based Programs

A) *Principals’ Appreciation Breakfast* Work with the Schools Action Team and its school-based programs, including the *Principals’ Appreciation Breakfast* to honor advancements in arts education in our schools.

B) *Arts Integration Program* Develop a pilot project in one or more Title I elementary schools. The purpose of the program is to implement strategies for integrating the arts throughout the school curriculum in order to increase student success in school.

The Center will provide Arts Integration professional development for the teachers. The impact of the program should be tracked through ongoing data-collection and research. According to these findings, the program should be evaluated for possible expansion over the next several years.

C) *Magic Journey to the Arts* Work with funding from the Orlando Magic to pay for arts experiences for Title I schools in the County.

Arts Education Convener

Take a leadership role in advocacy for the support of transformative arts education for all in our community. Further, the Center has a powerful role in brokering and enhancing services to meet community needs in arts education.

The Center will assume its leadership potential through the convening of local arts providers, educators and citizens to provide information, build the arts education community and ensure high-quality offerings.

Arts Education Research

The Center will engage in ongoing research and development activities. It will seek, process and deliver research findings related to best practices in arts education and exemplars in arts education.

Further, the Center must undertake ongoing assessment of its own programs and other offerings. Since the Center will be a conveyor of information, all such research should be made available to the public through the Center's Website, a lecture series, and other available means.

DIRECTOR ROLES AND RESPONSIBILITIES

The Director of the Orange County Arts Education Center will develop and lead a dynamic program that will serve as a catalyst and a connection point for increasing the access to and quality of arts education in Central Florida. He/She will develop relationships with many sectors of the community including educators, arts administrators, artists, business people, and civic leaders to strengthen the constituency for arts education in Orange County. The Director plays a significant role in advancing a vision of quality arts education for all.

Areas and responsibilities of the director include:

- **Leadership:** Works with OCAECC to provide strategic vision and leadership to advance the mission. Attends all meetings, reviews all meeting minutes and provides staff support for the OCAECC. Provides Advisory Council with a written monthly report to include activities, meetings progress and other items pertinent to Center operations. Also works with the schools, both public and private, as well as arts organizations, community social service agencies, artists and government entities. Represents the Center locally, statewide and nationally.
- **Governance:** Works with Orange County Arts & Cultural Affairs Director to execute governance responsibilities. Create a 501-c-3 organization to use as a fund-raising vehicle for the OCAECC.
- **Development:** Serves as primary fundraiser and works with the OCAECC to identify new opportunities for support (either through private donors, grants or fundraising events); meets with existing donors to build and maintain support; and networks throughout the philanthropic community.
- **Planning:** Works with the OCAECC to develop the Center's strategic plan and recommends an annual work plan and budget to support the implementation of that plan. Oversees the plan and budget execution to achieve desired results. Reports regularly to the OCAECC on assessment of strategic direction, progress against benchmarks, and outcomes achieved.

Advocacy: Keeps the Advisory Council informed on related industry happenings, trends, reform strategies, that tie to the Center’s work, direction, focus and mission.

Operations: Oversees and is accountable for the effective implementation of the plans and budget of the organization. Guides the Action Teams and oversees their work, assesses staff performance and results. Manages all aspects of the office, from equipment to training.

Fiscal Management: Is responsible for the fiscal integrity and achievement of financial goals.

Communications: Serves as the primary spokesperson for the Center with media, school board and the community-at-large. Guides key message development and utilizes various communications tools and media to advance the organization’s agenda, goals and mission.

Partnerships: Works closely with school district leadership, arts organizations, artists, arts associations, advocacy groups and citizens to build productive and collaborative relationships.

External Relations/Outreach: Develops alliances with other educational, nonprofit, business and government entities in an effort to cooperatively address arts-education-related issues and generate ideas and solutions; enhance student achievement in the arts and improve the quality of arts education throughout the County. Represents the Center with various local, state and national organizations. Guides the community in the importance of the arts in education and economic development.

Director – Fast Facts

Reports to:	Arts & Cultural Affairs Director
Oversees:	One staff and volunteer Action Teams
Operating Budget:	\$250,000
Fundraising Goal:	\$50,000
Salary:	NEGOTIABLE

IDEAL CANDIDATE PROFILE

The Orange County Arts Education Center seeks a strong, visionary, ‘can-do’ individual to develop the organization, continue the volunteer efforts of the past year, and to move the organization forward. The ideal candidate will possess:

1. PROFESSIONAL demeanor, excellent oral and written communication skills, problem solving, time-management and organizational skills;
2. PASSION for arts education (with work in an arts education environment being highly desired);
3. KNOWLEDGE of successful arts educational programs, policies and strategies;
4. COMMITMENT and understanding of public engagement in the arts;
5. Highly developed LEADERSHIP SKILLS;
6. Skill in PUBLIC speaking, community/public relations and fundraising;
7. Understand ETHICAL behavior and business practices with standards and aligns with the values of Orange County Government; and
8. Works a standard work week but ADDITIONALLY will work evening, weekends and overtime hours to accommodate the activities of the Center.

The candidate must be idea and results-driven and energized by work with arts, education, community, business and political leaders. He/She must also quickly work to:

1. Understand the key issues faced by our schools and community, as well as the overall political environment/dynamics.
2. Learn the key players and community dynamics.
3. Understand overall challenges, perceptions, etc.
4. Understand current working relationships with the district, business community and community at-large.
5. Understand the Center’s programs and future direction.

The director must be an open, transparent and effective communicator with all key constituencies, including Arts & Cultural Affairs staff, Center staff, OCAECC members, school district leadership, community and political leaders and media. He/She must be an inspirational leader who is able to convene stakeholders to generate broad support for and understanding of the Center’s work in enhancing student achievement.

He/She must be an effective organizational and people manager who has a history of building trusting relationships with, uniting and guiding the efforts of various people and organizations. The ideal candidate must be a conscientious risk-taker: ready to analyze options and make the best decisions.

The Center relies on some private-sector fund-raising to support its programs and initiatives. The ideal candidate should have a successful history of donor, corporate and foundation relations, as well as securing and managing program-specific grants.

Elevating the Center's stature in the community, growing key partnerships, expanding our programs, moving our community engagement initiative forward, and enhancing the organization's fundraising are all primary endeavors of the Center's new director.

MINIMUM QUALIFICATIONS

The ideal candidate will possess at least five to seven years with progressively responsible experience at a school or not-for-profit organization, as well as two years with substantial managerial experience at a director level or above. Candidates must have demonstrated success in charitable fund development, board relations, operations management and financial accountability; and have proven abilities in building collaborative relationships and community partnerships. Individuals must have strong leadership and communications skills in both speaking and writing, and be detailed and multi-task oriented with strong organizational and interpersonal abilities. He/She must possess a knowledge of the current educational issues and the relationship of the arts to education. Knowledge of the Central Florida community – its leadership and organizations – is highly desirable. Arts education-related experience is also highly desirable. A Bachelor's degree is required, and an advanced degree is preferred.

TO APPLY

The Orange County Arts Education Center is an equal opportunity employer. All qualified candidates are encouraged to apply. Please send a resume with salary history by September 15 to:

Arts Education Center Director Search
Arts & Cultural Affairs
P.O. Box 1393
Orlando, FL 32803

or

Terry.Olson@ocfl.net