

Montalvo Employment Opportunity

Job Title: Director, Outreach and Education (full-time / exempt)

Montalvo Arts Center is looking for a dynamic Director of Outreach and Education who will be responsible for developing, implementing, and leading our Outreach and Education programs, with a goal of engaging a wide public audience, to ensure, diversity, equity, belonging, and inclusion.

Montalvo's education programs are multidisciplinary in nature and include school residency programs, school field trip tours, professional development for teachers, adult classes and workshops, family festivals, and a highly-acclaimed summer arts camp program.

This role reports to the Executive Director and will work closely with the Director of our Artists Residency Program, senior management, and various committee and community leaders.

Responsibilities include, but are not limited to:

- Develop, implement and evaluate existing and new education programs to assure they achieve the following:
 - Provide accessible arts experiences for students, educators, and families.
 - Include multi-tiered programs that will provide exposure to the arts, interaction with artists, and opportunities to become involved in the creative process.
- Work with Montalvo leadership team to develop an institutional strategy for impactful public engagement.
- Collaborate with Residency Director, Montalvo artist fellows, and Performing Arts team to create programming recommendations including outreach activities for Montalvo's diverse audiences.
- Establish and deepen relationships with community partners to broaden the engagement with Montalvo's diverse community.
- Collaborate and develop all Montalvo community programs: including our annual Art on the Grounds Festival and Starry Starry Night.
- Provide coordination and leadership of Montalvo's Community Council to build capacity for equity and inclusion activities and goals.
- Develop and manage the budget for the Education and Outreach department.
- Work with the Development team to identify sources of funding for projects. Write/edit proposals.
- Implement strategic program plans as defined by our 5-year strategic plan.
- Manage education and outreach staff, including interns, and volunteers.
- Deepen the organizations impact in the community by continuing to develop program in local schools, especially reaching Title I student populations.

Education, Skills and Experience:

- MA in arts education or related field of study - with a focus on Studio Arts.
- 5+ years of experience managing, implementing, and developing education and outreach programs, including experience in a supervisory role developing and managing staff.
- Experience managing committees and working with partners to implement projects/programs.
- Commitment to diversity, equity, and inclusion as core values.

- Excellent written and verbal communication skills, including the ability to communicate effectively with diverse partners and audiences.
- Excellent organizational and time management skills, attention to detail, and ability to multitask.
- Proficiency with Microsoft Office (Word, Excel, Power Point) and Microsoft Outlook required.
- Bilingual Spanish or Mandarin preferred.
- DOJ LiveScan fingerprint clearance and CPR/First Aid certification required.

Working Conditions & Physical Tasks:

- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors and require walking over hilly terrain. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee may lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- May be required to work occasional evenings or weekends.
- Local travel is required; must have a valid driver's license and access to own vehicle and clean DMV record.

To apply, submit a cover letter summarizing your skills and experience related to the position, your resume, and salary requirements to Human Resources via email at hr@montalvoarts.org. Resumes without cover letter will not be considered. No phone calls about the position, please. Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org.

Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.

Montalvo Arts Center requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.