



Director of Ovations Offstage | School & Family Programs

The Director of Ovations Offstage | School & Family Programs is responsible for creating a dynamic School-Time Performance Series and all related school, education and family programming for young audiences. Responsibilities span from program curation to strategic expansion and partnership development with schools and youth-centered organizations to the design and execution of arts integration workshops, professional development opportunities for educators and direction of Ovations' literacy acquisition program, Cultivating Curiosity. The Director of Ovations Offstage | School & Family Programs works hand-in-hand with the Director of Ovations Offstage | Community Programs & Partnerships to cohesively realize the execution of all Portland Ovations activity that happens beyond the concert stage, known collectively as Ovations Offstage.

Key Areas of Responsibilities

- Manage all aspects of School-Time Performance Series from curation (in concert with Executive & Artistic Director) to marketing, registration, performance day logistics, and reconciliation.
- Maintain regular communication through email, social media outlets, and other modes necessary to build and deepen relationships with schools, principals, and teachers across Southern Maine.
- Conceive and execute in-school workshops rooted in arts integration and tied to School-Time Performance Series.
- Design and execute Professional Development for educators and teaching artists including arts integration in the classroom, arts integration for teaching artists, and arts integration for arts Administer Cultivating Curiosity program, Ovations' signature literacy acquisition program linked to the School-Time Performance Series.
- Prepare, monitor and manage STP budgets, related metrics and annual goals for school programs.
- Leverage, nurture and define key partnerships such as those with Portland Public Schools, Maine Arts Leadership Initiative and various homeschool networks among others to be identified.
- Work in partnership with the Director of Ovations Offstage, Community Partnerships to conceive and execute Ovations Offstage activities with visiting artists including but not limited to masterclasses, workshops, talkbacks, symposia/panels in relationship to K-12 schools.
- Collaborate with Communications team to promote School & Family programming both in and out of schools, and help develop audiences and grow attendance.
- Support development efforts in support of Ovations' school-based engagement programs and initiatives, including major donor stewardship and the preparation of grant proposals.
- Help realize Ovations Offstage's use of office/gathering space to advance community engagement.
- Provide leadership to stakeholders, partners and board members who collaborate on programming.
- Other tasks as needed

Qualifications

- B.A., M.A., or equivalent experience in Arts/Music/Theater/Dance Education, Education, Community Development or related field or 3-5 years of direct experience working with and in public school settings.
- Deep respect for young people and desire to create youth-centered programming.
- Knowledge of adolescent development, school curriculum, and other secondary school educational frameworks, including Maine State Learning Standards.
- Experience as an educator, teacher, or teaching artist.
- Experience working collaboratively across functional areas to develop and manage initiatives.
- Computer and administrative skills including but not limited to Microsoft Office suite programs - email, word processing, spreadsheets, videoconferencing, digital messaging platforms, and Zoom.
- Travel to various locations in Portland and surrounding areas is required. The individual in this position is responsible for providing their own transportation. They will be reimbursed at the IRS' standard mileage rate.
- Physical Requirements: Applicants must be able to do the following physical tasks: stand and sit for periods of time, lift 50 – 100 pounds with assistance from one other individual, execute or manage room set up including moving tables, arranging and stacking chairs, setting up signage and projector screen, moving boxes of books.

Skills & Qualities

- Optimistic, visionary self-starter with excellent organization and communication skills.
- Problem-solving, strategic, flexible and creative thinker.
- Ability to evaluate content and quality of education programs and artistic experiences for young audiences.
- Strong listening skills, compassion and intercultural sensitivity towards people of various identity markers and life experiences.
- Commitment to active anti-racism, challenging systemic racism and a deep interest in Portland Ovarations' ongoing equity, diversity, and inclusion efforts.
- Excellent written and oral communication skills, including marketing and educator guide copy.
- Experience working with non-profit boards and related committees as well as development/fundraising.
- Excellent analytic skills and fluency with budgets.
- Enjoys working collaboratively with team members.

Hours and Compensation:

- This is a full-time position with benefits. Weekend and evening hours required. Salary range: \$48,000-57,000 plus health insurance, Simple IRA, generous Paid Time Off policy, flexible work schedule and other benefits.

Our Values:

Portland Ovarations values and is committed to equity and social justice for all. We celebrate, support, and learn from our differences and believe an inclusive and diverse workplace creates a thriving

organization benefiting our employees, our programs, and our communities. Ovation is proud to be an Equal Opportunity Employer and welcomes applications from candidates demonstrating diversity of race, gender, sexual orientation, religion, ethnicity and national origin.

Working at Portland Ovation:

Ovation is a vibrant non-profit performing arts organization in Portland, Maine connecting artists and audiences through a diverse array of arts experiences onstage and off. With performances in classical, pop, jazz and global music; traditional, classical and contemporary dance; and theater ranging from solo tour-de-forces to Broadway National Tours, Ovation aims to make the performing arts an integral part of everyday life. Our small, but mighty and dedicated team in our new office and gathering space on Exchange St. is at the heart of Portland's Arts District. Ovation has a long history of collaborating with other arts organizations, schools, community service organizations and local businesses and strongly believes that art access for all ages, including young people, is part of how we support the wellbeing of our community.

Health & Safety:

As an organization dedicated to gathering people for live performance experiences, Ovation prioritizes the health and safety of its staff, artists, event workers, audiences, board and volunteers. As such, Ovation expects all employees to be fully vaccinated for COVID-19. If after receiving a job offer, candidates have questions about this expectation, please contact us.

To Apply:

Please send a cover letter, resume and 3 references (will not contact without permission) with the subject line "Director of Ovation Offstage, School & Family Programs" to info@portlandovations.org. We look forward to meeting you!

Portland Ovation is an Equal Opportunity Employer.