

POSITION DESCRIPTION

JOB TITLE: Deputy Director, Education and Online Learning

GRADE/STATUS: Part-Time (20hrs/week)

REPORTS TO: Director of Artist Initiatives

EFFECTIVE DATE: February 1, 2022

POSITION SUMMARY

For more than 20 years, Creative Capital has led the way in professional development programs for artists. Our model of providing long-term professional support services for artists along with our grants is now the gold standard for exceptional artist support, reproduced across nonprofit and educational institutions alike. Core to our mission is our belief that educational tools and skill sets are key to helping artists build sustainable careers, as well as creating equity in the arts. We are looking to hire a seasoned educator to serve as the part-time Deputy Director of Education and Online Learning.

The Deputy Director will work closely with the Director of Artist Initiatives and our Awardees and artists regionally, nationally, and internationally, to develop a new educational curriculum comprising in-person programs, online programs, and hybrid programs for artists that respond to rapidly changing cultural landscape. This curriculum provides the scaffolding and infrastructure support to help artists develop thriving practices for years to come. The ideal candidate will have a deep passion for and commitment to supporting contemporary artists, as well as the teaching, curriculum development and online learning experience to implement them.

RESPONSIBILITIES

- Work closely with the Director of Artist Initiatives to develop a new educational curriculum applicable to our broader community of artists working in visual arts, performing arts, moving image, technology, and literature
- Extensive knowledge of artistic practices in the visual arts, performing arts, literature, film, and technology, and socially engaged multidisciplinary forms
- Knowledge of operative critical discourses within education and cultural practice, including theories of representation, critical race studies, Black studies, queer theory, feminist theory, and postcolonial theory and decolonial critiques
- Knowledge and understanding of artists' professional needs, including, for example, strategic planning, financial planning, legal services, fundraising, communications and audience development, licensing and merchandising, archiving, and other issues related to professional artists' careers
- Oversee the hiring and management of course instructors and guest lecturers
- Develop and track course evaluations and other key performance indicators
- Work with Development team on reporting and enrollment and fundraising for educational programs
- Work with Editorial team on messaging educational programs and growing enrollment for courses
- Stay abreast of developing cultural discourses, incorporating relevant content into course offerings
- Participation in Creative Capital events
- Other duties as assigned

QUALIFICATIONS

- Required: PhD or PhD (ABD) in education or arts-related field
- A minimum of 5 years of teaching experience at the university level and/or in museum education; additional experience teaching in non-institutional contexts highly desirable



- A minimum of 3 years of curriculum development
- Strong grasp of Canvas and online learning technologies
- Strong grasp of educational philosophies and artist-led radical pedagogical practices
- Exceptional written and verbal communication skills in English
- Collaborative, diplomatic, positive, proactive team builder
- Track record of excellence in education, arts administration, or related field
- Commitment to diversity, equity, inclusion, and access

The position is exempt, and non-union. Ideally, candidates are based in or near Creative Capital's offices in New York City. Includes generous paid time off and benefits.

TO APPLY: Please submit a cover letter detailing your relevant experience, one relevant sample syllabi, and teaching philosophy (1 page) along with your full C.V. Send as one PDF attachment at jobs@creative-capital.org with subject "Deputy Director of Education and Online Learning." **Deadline is January 30, 2022.**

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.