



Position Description

Position Title:	Cook Arts Center Director	Direct Reports:	Family and Volunteer Coordinator, CAC Program Manager, Ceramics and STEAM Program Coordinator, Visual Arts Program Coordinator
Location:	Cook Arts Center	Classification:	Exempt
Reports To:	CEO	Salary Range:	\$40,000 - \$50,000

Position Summary:

This position is responsible for overseeing the daily operations of the Cook Arts Center and the design, development and execution of relevant unique programs that support Grandville Avenue neighborhood youth and families. This includes the program scheduling, budgeting, staffing, oversight, evaluation, reporting, facility management and continuous innovation responsive to evolving community needs. This role is the leader of the facility and its programs and is the face to the community, welcoming parents, students, siblings, and partners.

Organizational Values:

The mission of Grandville Avenue Arts & Humanities is to enrich the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center. GAAH's core belief is that integrity is the foundation upon which all values are built. The organizations other core values are:

- Diversity: We are an inclusive community that celebrates and respects the many cultures of the neighborhood.
- Excellence: We are a community with high expectations for our students, teachers, staff, and volunteers.
- Celebration: We are a joyous community that has a passion for the arts.
- Learning: We are a community of learners, always seeking ways for individuals to grow, create, and express themselves.
- Accountability: We are a committed community that uses all resources wisely.
- Collaboration: We are builders of partnerships both within the neighborhood and in the broader community.
- Safe Haven: We are a community that provides a safe and welcome haven for all who come.

Essential Responsibilities:

1. Acts as a member of the executive leadership team to collectively drive programs, craft policies and procedures, and formulate and execute GAAH strategy.
2. Ensures high quality programs are available to meet the diverse needs of the population served. Listens and interprets community/patron needs into offerings. Designs, develops, observes and evaluates new programs for neighborhood youth and families. Collaborate with partners on curriculum development. Observes and evaluates programs.
3. Hires, manages, trains, coaches and evaluates performance of all staff and contractors to ensure that the day-to-day operations for Cook Arts Center are well-managed. Prepares schedules, conducts team meetings, provides feedback to team members and helps to solve operational challenges. Ensures a positive working environment.

4. Recommends annual CAC expense budget, and once approved, manages it and ensures compliance with it. Works with the executive leadership team to maintain accurate and current financial records and provides data and reports as required.
5. Develops and fosters relationships with strategic community partners that help impact the neighborhood and resident well-being. Develops and implements programs with community partners that help to advance the mission. Acts as a conduit between families and other partners and schools to help resolve challenges.
6. Assesses and reports on the effectiveness of services to ensure that desired outcomes are achieved. Works directly with the Cook Library Center Director to develop and oversee joint programming efforts.
7. Oversees all programs at the Cook Arts Center, including program planning, execution and evaluation. Participates in the marketing and advertising and general communications of Cook Arts Center programs.
8. Ensures compliance with regulations. Ensures that program standards are met and safety procedures are followed. Responds to policy and procedure questions and interprets policies and procedures.
9. Oversees facilities and security of building and property. Manages assets of the facility, including supply purchasing and effective use of equipment. Manages vendor relationships.
10. Coordinates and maintains positive public relations and clear communications with families, staff, volunteers, etc.
11. Maintains confidentiality regarding all personal information about children, families and staff.
12. Supports the CEO in fund development and donor relations activities as needed.
13. Assists with program development for the GAAH annual fundraiser; assists with displays and advertising, the acquisition of artist donations, and the coordination of program elements to highlight and celebrate.

Non-Essential Responsibilities:

1. Contributes to the design of marketing communications and collateral and including delivery such as website, blogs, social media, e-newsletters, etc.
2. Acts as technology support contact; performs and/or oversees software and application installation and upgrades; acts as email administrator and troubleshoots networks, systems and applications to identify and correct malfunctions and other operational difficulties.
3. Other duties as assigned.

Supervision Received:

Limited Direction: Works from overall policies, goals, and budgetary limits. Virtually self-supervising with direct accountability for final results.

Supervisory Responsibilities:

Advanced supervision: Determines work assignments, priorities, and procedures for subordinates. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. Approves time off and schedule adjustments. Provides training and coaching. Approves time off, timecards, and schedule adjustments.

Education & Experience:

1. Three (3) or more years of experience in program design and development for an arts and/or community organization.
2. Three (3) or more years of previous leadership and experience managing teams.
3. Previous grant-writing experience, preferred.
4. Bachelor's degree specializing in a relevant field such as arts, communication, youth development or education, or equivalent work experience that demonstrates necessary learning.

Other Knowledge, Skills & Abilities:

1. Bi-lingual in Spanish, or willingness to learn.
2. Strong computer and technical skills including Google Suite, Microsoft Office, web-based programs, social media, and the like.

3. Excellent project management skills including delegation, follow-through, reporting, etc. Well organized and accurate.
4. Embraces people (particularly youth) of diverse cultures, backgrounds, socio-economic status, and learning styles to understand and address their unique needs. Listens well and is collaborative with parents to better engage families.
5. Professional written and verbal communication skills, with an emphasis on listening.
6. Excellent problem solving and decision making abilities with the ability to address conflict directly and utilize resources effectively to solve logistical and operational issues.
7. Understanding of Youth Program Quality Assessment (YPQA) tools desired, but not required.

Core Competencies:

1. Leadership: Ability to motivate and guide others to ensure performance in accordance with clear expectations and goals.
2. Diversity Oriented: Ability to support the organization’s diversity goals by modeling ethnic, gender, religious, or socio-economic inclusiveness.
3. Strategic Planner: Ability to offer advice and create a plan based on analysis of issues and trends, develop a vision for the future, and create a culture in which the long range goals can be achieved.
4. Team Builder: Ability to ensure that team members are invested in team activities and decisions, to set a tone of cooperation within and across the work groups, and to cohesively achieve a goal.
5. Project Management: Ability to demonstrate an understanding of planning, organizing, delegation, staffing, directing and controlling work tasks.

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position			x	
Move about work area			x	
Use hands/fingers to handle or feel			x	
Reach with hands and arms		x		
Ascend/Descend (stairs/ladder/etc.)		x		
Bend, stoop, kneel, crouch, or crawl		x		
Communicate with various parties				x
Detect flavors or smells	x			
Move containers up to 30 pounds		x		
Visual acuity				x
Read and understand written word				x
Drive/Travel	x			
Operate computer and general office machines				x
Operate Machines:	x			
Other: Shovel snow at entrances, as needed.		x		

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				x
Travel: Limited exposure to outside elements.		x		

***To apply, please send a cover letter and resume to hire@gaah.org
or use the Indeed.com application platform.***