



ELIOT SCHOOL OF FINE & APPLIED ARTS

JOB POSTING • Manager of Adult Engagement

June 2021

THE ELIOT SCHOOL

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist's residency, talks and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports all three.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.

MANAGER OF ADULT ENGAGEMENT

We seek a highly motivated, collaborative, and well-rounded individual who will develop and manage programmatic engagement with adults in Boston and beyond, in support of our mission, vision, and strategic goals.

As we emerge from the pandemic, this person will rebuild tuition-based classes and events for adults, resuming programming in-person and building new programming online. They will also research and develop partnerships for adult engagement in/from community settings over a multi-year period. In the process, we aim to improve things we have missed and develop new approaches to more fully align with our mission, vision, values, and strategic direction.

This position combines creativity, relationship-building, and strong organizational skills: strategy, logistics, curating classes and events, scheduling, record-keeping. It involves research and development of new forms of community-based adult engagement. This is a new position, combining part of a previous position responsible for both youth and adult in-

person classes with new threads online and in community settings. (Youth engagement is now managed by a separate but related team.)

The person in this position reports to the Executive Director and works closely with the Registrar team, the Facilities team, and the Program Council (containing members of the Board and Advisory Council). They supervise other staff, freelancers, and volunteers as needed. The job involves close communication and synergy with a Core Leadership team including Executive Director, Director of Development & Communications, and with the Manager of Youth Programs.

Core Responsibilities

- Work collaboratively with staff and leadership to shape ongoing program strategy.
- Manage adult programs, including all classes, events, partnerships, and other forms of engagement, including:
 - Plan, schedule, and manage logistics that allow all adult programs to run smoothly.
 - Curate programming & engagement in support of strategic objectives.
 - Develop and sustain positive, effective relationships with teachers/artists/artisans.
 - Supervise staff, teachers, aides, and volunteers involved in adult engagement/programming.
 - Develop and sustain positive, effective relationships with partners in support of engagement throughout Boston.
- Collaborate with the Development & Communications team to assess market forces and opportunities, and to support promotion for adult programs and engagement.
- Work with Core Leadership and Development & Communications team to assess and advance program-related funding opportunities.
- Deploy effective evaluation tools for adult programming. Monitor and assess registration and participant data and program feedback/evaluations. Track and share issues and trends with the Core Leadership group and the Program Council.
- Participate in school staff meetings, school-wide events, with occasional attendance at board and other organizational meetings.
- Serve as a positive ambassador for the Eliot School, and uphold the organization's mission, vision, values, and strategic direction.

Qualifications & Skills

We hope for a combination of the following. Candidates need not fulfill every item, but we will weigh all these factors in our hiring decision.

EXPERIENCE

- Exemplary track record with at least 5 years' experience managing nonprofit arts and/or community engagement, or equivalent.
- Demonstrated experience as an inclusive leader who has managed high performing, diverse teams, including remote employees.
- Demonstrated ability building thoughtful relationships with communities as a basis for engagement.
- Knowledge of, and experience researching and building relationships with practicing artists/artisans/educators.
- Demonstrated experience navigating racial equity transformation in organizations or community efforts. Experience building programs guided by commitment to racial equity.

- Experience supporting organizations' financial sustainability by meeting goals for earned and contributed revenue related to programs and engagement.

ATTRIBUTES

- Flexibility and experience working in a fast-paced, dynamic environment while exercising effective judgment in challenging situations and remaining calm under pressure.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Excellent verbal and written communication.
- The highest ethical standards and discretion.
- Strong commitment to the Eliot School's mission of lifelong learning in craft and creativity *for all*.

ADDITIONAL QUALIFICATIONS

- Ability to work independently and as part of a team.
- Excellent skills in project management.
- Accurate, detail-oriented, able to meet deadlines.
- Excellent verbal and written communication.
- Comfortable with technology, able to adapt to new software and systems.
- Enthusiasm, collegiality, creative approaches to problem solving are welcome.
- Bilingual fluency a plus: Spanish, Mandarin, etc.

The Eliot School is an Equal Opportunity employer and is committed to maintaining a diverse workplace that is welcoming to all.

Salary & Benefits

Salary commensurate with experience, \$58–68,000 full-time. Health insurance (partial); employer match for 401k retirement plan; family & medical leave. This full-time position offers the option to construct a flexible schedule and hybrid in-person/WFH. It requires some evening and weekend hours depending on programs.

To Apply:

Send resume, cover letter and three professional references to Abigail Norman, Executive Director: anorman@eliotsschool.org with “Adult Program Manager application” in the subject line. We hope for a July start date, but will accept applications on a rolling basis until the position is filled. For job posting purposes, the deadline is listed as June 27, 2021. Please no phone calls.