JOB POSTING • Director of Youth Engagement • F/T
Full-time, Exempt, Interim position • $65–68,000 commensurate with experience
June 2023

THE ELIOT SCHOOL OF FINE & APPLIED ARTS

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 have co-led the national Racial Equity in Craft Peer Learning Group. We believe that imagination and artmaking 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.

DIRECTOR OF YOUTH ENGAGEMENT

We seek a motivated and experienced professional to direct the Eliot School’s youth engagement efforts during the next 18–24 months, supporting the organization through an exciting period of change and growth, with the possibility of being considered to remain thereafter. The position spans an organizational transition to a new Executive Director at the end of 2023.

The Director of Youth Engagement is motivated to create excellent experiences for young people learning craft and creativity. They should be an experienced team leader and supervisor who can support their team to thrive in their work.

This individual oversees and provides direction for all on-site and external youth programs including partnerships, schoolhouse classes, family events, Teen Bridge, and Artist in Residence. They supervise two f/t Managers of Youth Engagement, p/t Teen Bridge and Residence Coordinators, along with teachers, aides, volunteers and other personnel working in our youth programs. They maintain close communication and synergy with the Senior Staff team including Executive Director, Director of Adult Engagement, and Director of Development and Communications. They also collaboratively with our development and marketing team, and may manage staff and consultants in other areas related to youth programming.

Overall, they are responsible for ensuring youth programs’ consistency with the Eliot School’s mission, values, and strategic plans. The job requires some evening and weekend hours depending on programs.

Core Responsibilities:
• Provide leadership training, coaching and support to Youth Engagement team as they plan and implement programming.

The Eliot School was in the midst of period of growth when the COVID-19 pandemic forced us to decrease programming significantly. As we rebuild in our new reality, we continue to make significant but necessary changes. This position will provide support to both new and continuing youth programs staff to ensure they are able to learn and thrive while they put our mission into practice. They will work collaboratively and independently to conduct short-term and long-term programmatic planning.
• Develop a strategic vision to right-size Youth Engagement programs, prioritizing sustainable roles for the team and sustainable growth for the program in the post-COVID non-profit landscape.

Pre-pandemic, Eliot School’s youth programs engaged over 3,000 young people throughout Boston and in our Jamaica Plain schoolhouse. Implementing programming at this scale required a collaborative team approach to both day-to-day operations and to hiring and supervising our teaching corps. As we build back, this position will carefully establish and nurture new and ongoing strategic partnerships with mission- and value-aligned organizations and people.

• Develop strategies to recruit and maintain diverse, high quality teaching artists within the demands of the current labor market.

The Eliot School has been impacted by the changes to the labor market and the arts and cultural sector of our region. This position plays a key role in identifying pipelines for new teachers, increasing the diversity of our teaching staff, identifying and strategizing solutions to challenges of retention.

• Work in collaboration with other staff to ensure the financial sustainability of Eliot School’s youth programs.

We recognize that the financial sustainability of our programs is essential as we work to have long-term, broad impact in arts and craft education. This position will work with the organization’s Directors and Youth Engagement team to determine annual budgets for programs. Youth program budgets are balanced through a mix of contract income, tuition, grants, and individual donations. This position works directly with school’s Directors, grant writers, and development and communication staff to set realistic budgets and meet revenue goals.

• Collaboratively navigate racial equity transformation, building programs guided by demonstrated commitment to racial equity.

The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking of ourselves: How do all parts of our school enact our mission to inspire lifelong learning in craft and creativity for all? Racial Equity is explicitly called out as one of the pillars of our strategic plan. This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.

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 2 years’ experience managing nonprofit youth arts and/or community engagement, or equivalent.
• Demonstrated experience as an inclusive leader who has managed, coached, and supported high performing, diverse teams, including remote or off-site employees.
• Demonstrated ability building thoughtful relationships with communities as a basis for engagement.
• 3-5 years of arts education experiences working with K-12 students in public or non-profit settings.
• 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
• Excellent verbal and written communication.
• 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.
• 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, Kreyòl, etc.

**BENEFITS**
- Health insurance
- 12 floating holidays
- 15 vacation days/year
- Family & Medical Leave
- 401(k) with employer retirement match
- Professional Development allowance
- Discount on Eliot School classes
- Option to construct a flexible schedule and hybrid in-person/WFH

**COMPENSATION** $65–68,000 commensurate with experience.

**EQUAL OPPORTUNITY**
Research shows that women and BIPOC (Black, indigenous, people of color) are less likely to apply for positions if they don’t meet all of the qualifications. We recognize that candidates will not fill all qualifications; we will look for combinations of skills and experience that support the position’s needs. We encourage folks of all backgrounds and experiences to apply and will consider all candidates that can speak to their ability to grow and excel in this role.

The Eliot School is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. The Eliot School does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, arrest record, conviction record, or any other personal characteristic protected by applicable law. This policy covers all programs, services, policies, and procedures of the Eliot School, including recruiting, hiring, training, promotion, and administering all personnel actions, such as compensation, benefits, transfers, layoffs or terminations.

**TO APPLY:**
Please fill out this survey and follow the code instructions:

https://www.surveymonkey.com/r/35C7NWJ

Send resume, cover letter and three professional references to Abigail Norman: anorman@eliotschool.org with “Director of Youth Engagement application” in the subject line.

We will accept applications on a rolling basis until the position is filled. Please no phone calls.