



Curriculum Writer

Position: Full-time, Salaried

Location: Hybrid role in Jacksonville, FL

Department: Programs

Why You Will Love This Role

The Curriculum Writer will be the voice behind CAP's lessons, curricula and professional development content across Arts Ignite, Art Smarts and CAPabilities. This is a generalist role, not a content-specialist role. It's a role for someone who can sit with a teaching artist, fellow or therapist, draw out what they know and turn it into writing that is engaging, classroom-ready and high quality, as CAP is known for. Reporting to the Director of Professional Development, you will partner closely with program staff, CAP's graphic designer and the philanthropy team to shape CAP's curriculum and training content into a package other schools and districts will want.

This position is being created at a pivotal moment for CAP as the organization scales its arts integration work and its ambitions for the years ahead, turning years of program expertise into content built to travel well beyond Northeast Florida.

This is a rare chance to put your voice behind CAP's curriculum and help build a body of work that reaches classrooms far beyond our own and, in turn, how thousands of students experience arts education for years to come.

The position has an anticipated start date of no later than October 30, 2026.

Your Impact

- **Write Lessons and Curricula:** Draft lessons, units and instructional materials across Arts Ignite, Art Smarts and CAPabilities programs, partnering with teaching artists, fellows and therapists to translate their expertise into content that is clear, classroom-ready and true to CAP's commitment to **inspire every child's creative spirit**.
- **Write Professional Development Content:** Partner with the Director of Professional Development to draft PD curricula, facilitator guides and training materials that turn specialists' expertise into sessions our team can teach well, embracing CAP's core value to **sing out loud** by giving every facilitator's voice a clear and confident place in what gets taught.
- **Build a Sellable Package:** Shape lessons and PD content into a polished, marketable curriculum package CAP can offer to schools and districts beyond Northeast Florida, working with the Director of Professional Development and the philanthropy team on how it is positioned and packaged, exemplifying CAP's core value to **color outside the lines**.
- **Partner with Design and Philanthropy:** Work closely with CAP's graphic designer to turn written content into polished, visually engaging materials, and with the philanthropy team to prepare that content for external audiences and funders.

- **Make it Web-Ready:** Prepare curriculum and PD content for digital distribution, ensuring writing, design and formatting come together into materials ready to publish and share online.
- **Sustain the Work: Write and test material that is** responsive to feedback from teaching artists, fellows and therapists and directors in the field, embodying CAP's core value to **maintain your creative spark** through every revision.

What You Will Bring

Expertise in Writing & Curriculum Development

- **Exceptional Writing:** Exceptional writing skills, with a demonstrated ability to make instructional content genuinely engaging and accurate.
- **Curriculum and PD Range:** Experience writing both curriculum (lessons, units, student-facing materials) and professional development content (facilitator guides, training materials) and the versatility to move between the two.
- **Generalist Fluency:** Comfort working as a generalist across multiple content areas (Arts Ignite, Art Smarts, CAPabilities) without needing to be the content expert in any one of them.
- **Product Development:** Experience or strong interest in shaping educational content into a polished product that can be marketed and sold.

Program & Team Collaboration

- **Relationship Building:** Strong relationship-building skills with program directors, teaching artists, fellows and therapists, with the judgment to collaborate efficiently in a busy work environment.
- **Cross-Functional Collaboration:** Comfort working closely with a graphic designer and the philanthropy team, carrying written content through to polished, presentable and scalable, web-ready materials.
- **Reporting Relationship:** Comfort reporting to and taking direction from the Director of Professional Development while bringing independent judgment to the final product.

Additional Responsibilities

- **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights that inform strategic decisions about CAP's curriculum and training content.
- **Event Assistance:** Support major annual events, embodying and promoting CAP's culture and values through active participation and leadership.
- **Core Values Advocacy:** Champion CAP's mission and core values in all professional endeavors, inspiring a culture of creativity and excellence across all programs.

Perks & Benefits

- **Competitive Compensation:** A competitive salary, up to \$60,000 based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 3% and performance bonuses up to 3%.
- **Healthcare Coverage:** To ensure you and your health are well taken care of, CAP will cover 75% of the premiums in your selected plan for individual medical, dental and vision insurance options.
- **Retirement Planning:** Invest in your future with CAP's 403(b) retirement savings plan, including a CAP match of up to 3%. It's never too early or too late to start planning for retirement.

- **Generous Time Off:** Recharge and rejuvenate with 21 days of paid time off, plus 24-28 paid holidays throughout the year. CAP's flexible schedule allows you to balance your professional and personal life effectively.
- **Commuter Benefits:** Enjoy paid parking in a central downtown location, making your commute easier, plus reimbursement for work-related mileage.
- **Professional and Personal Growth:** After one year with CAP, you'll gain access to additional tenured benefits, including opportunities for professional development to further enhance your skills and career. Personal wellness credits are also offered to support your overall well-being.
- **Family First:** Following a year of employment, take advantage of CAP's paid parental/bonding leave, allowing you to focus on your family's significant life moments.

Core Qualifications

- At least two years of experience writing curriculum, professional development content or other instructional materials, ideally in an education or nonprofit setting.
- Bachelor's degree required; advanced degree in education, curriculum design or a related field preferred.
- Excellent writing skills, with writing samples that demonstrate the ability to make instructional content engaging.
- Experience managing multiple concurrent writing projects and deadlines.
- Proficient with Microsoft Office Suite and comfortable learning new platforms for content development and delivery.
- Must pass official Level 2 background screening as outlined by Florida state law.
- Commitment to CAP's vision, mission, core values and goals.
- Strong organizational skills and high attention to detail.

Are You Ready?

If you are driven by the challenge of turning great teaching into great writing, and if you thrive on shaping content that is both creative and clear, then we invite you to apply. This position is more than a job. It is a chance to give CAP's curriculum and professional development a distinct voice and to help build a body of work classrooms far beyond Northeast Florida will use.

To apply, submit in confidence to Luisa Reis (luisa@capkids.org), VP of Programs, a resume, two or three writing samples (lesson plans, curricula or training materials you have written) and a brief note on what draws you to this role.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.