

JOIN THE CAP TEAM



# Director of Arts Ignite & Arts Smarts Programs

**Position:** Full Time, Salaried

**Location:** Jacksonville, FL

**Department:** Programs

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## Why You Will Love This Role

As the Director of Arts Ignite & Arts Smarts Programs at CAP, you will have the unique opportunity to oversee and enhance the delivery of arts education across Northeast Florida. CAP's vision is for Northeast Florida to lead the nation in providing essential and accessible arts education that recognizes, grows and amplifies every child's unique skills and strengths. This position offers a chance to drive impactful change and ensure the highest quality of arts programming, reflecting CAP's commitment to creativity, excellence and equity.

In 2017, CAP embarked on a visionary journey, as its board, staff and key stakeholders around the country convened to forge a bold new path forward introducing a groundbreaking fellowship model that broadens CAP's reach and strengthens the arts sector. This role is pivotal in leading that initiative, providing strategic oversight and data-driven enhancements to our programs. You will specifically oversee Arts Ignite (afterschool) and Arts Smarts (arts integration) programs, working in collaboration with the Director of CAPabilities Programs (therapeutic arts) and the Program Team.

The position has an anticipated start date of no later than July 31, 2024.

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## Your Impact

- **Lead with Innovation and Insight:** Manage and implement systems for evaluating program effectiveness and student growth. Utilize data to drive strategic decisions that enhance the educational impact and operational excellence of CAP's arts programs. Embrace CAP's core value to **sing out loud** by empowering educators and students alike to find and express their unique voices through our diverse arts programs.

- **Foster Collaboration and Excellence:** Work closely with internal and external stakeholders, including school administrators and teaching artists, to foster a culture of high standards and continuous improvement. Your efforts will ensure that our programs not only meet but exceed expectations, setting a new benchmark for excellence in arts education and exemplifying CAP's core value to **color outside the lines**, ensuring your work not only educates, but also inspires and transforms lives.
  - **Champion Inclusivity and Community Engagement:** Lead efforts to make arts education accessible to all students, fostering an environment where every child feels valued and empowered. By proactively engaging with the community to expand our reach and deepen our impact, you will champion CAP's core value to **inspire every child's creative spirit**.
  - **Cultivate Creativity and Joy:** Foster an environment where joy and creativity flourish. You will encourage teaching artists and colleagues alike to keep their creative energies alive and vibrant. By prioritizing joy, curiosity and continuous growth, you will contribute to a nurturing educational atmosphere where innovative ideas are welcomed and personal development is celebrated, truly embodying CAP's core value to **maintain your creative spark**.
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## What You Will Bring

### Expertise in Data Tracking & Reporting

- **Development and Management:** Spearhead the development and management of sophisticated data evaluation tools and systems to accurately measure student growth and program quality, enhancing CAP's strategic communications and cultivation efforts.
- **Database and Platform Management:** Oversee the operation of CAP's online student database, communication and document-sharing platforms in collaboration with the Director of CAPabilities Programs. Provide essential training to staff, teaching artists and students' families to ensure effective use of these tools.
- **Data Security and Organization:** Maintain secure and well-organized records of student data and program impacts, ensuring integrity and confidentiality.
- **Grant Compliance and Reporting:** Manage data collection and analysis for grant compliance, understand reporting requirements, and create appropriate instruments for data collection and storage. Deliver timely and accurate reports to support program, development and advocacy teams.
- **Analytical Decision-Making:** Utilize your analytical skills to synthesize data and drive strategic decision-making processes. Offer guidance and foster consensus building around evaluation-related decisions.

- **Learning Management System Utilization:** Effectively use learning management systems for inputting student enrollment, building classes, and extracting relevant reports to monitor and enhance educational delivery.
- **Stakeholder Collaboration:** Act as a liaison with external partners like the DCPS RED Team to analyze and report on student outcomes, ensuring CAP's initiatives align with broader educational standards and achievements.
- **Program Reporting:** Work with the VP of Programs and the Advocacy Team, in collaboration with the Director of CAPabilities Programs, to create and disseminate quantitative and qualitative information about CAP programs to external stakeholders.

### Program Evaluation and Oversight

- **Comprehensive Evaluation and Quality Monitoring:** Lead the execution of student and program assessments to gauge effectiveness and ensure the highest standards of arts education. Regularly monitor and assess quality markers across programs, providing necessary support to enhance instructional delivery and maximize student impact.
- **Survey Coordination and Analysis:** Coordinate and analyze feedback from students, families, teaching artists, principals and other site administrators to evaluate the effectiveness and impact of programs. Utilize this data to drive continuous improvement and alignment with CAP's strategic objectives.
- **Data Management and Compliance:** Oversee the maintenance of secure, organized and compliant student data records. Ensure all student data handling adheres to relevant laws and policies, maintaining strict adherence to data privacy standards.
- **Resource and Staff Management:** Manage the distribution and collection of educational materials and oversee the recruitment, training and retention of high-quality teaching staff. Work collaboratively with the Director of CAPabilities Programs to ensure all teaching artists and assistants are well-prepared and adhere to high pedagogical standards, including preparation for annual Showcase performances and exhibitions.
- **HR and Policy Updates:** Collaborate with the VP of Programs and other leadership team members to keep employment records current and ensure compliance with updated HR policies and procedures.
- **Showcase and Event Coordination:** Assist in the planning, development and execution of the Visual and Performing Arts Showcases, actively participating in staffing program events and managing the logistics of these activities to ensure smooth operation and high-quality experiences for participants.

### Support for Direct Service Programs

- **Programmatic Support:** Offer robust support for all direct service programs, ensuring their success through active participation in program events, student performances and logistical management.

- **Material Management:** Manage the distribution and collection of educational materials, including attendance records, assessments and supplies crucial for the successful execution of programs and events.

### Additional Responsibilities

- **Active Participation:** Engage in all necessary meetings and committees, providing updates and insights into student and program data that inform strategic decisions.
  - **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, inclusivity and excellence across all programs.
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### Perks & Benefits

- **Competitive Compensation:** Start with a robust salary ranging from \$60,000-\$65,000 adjustable based on your experience. This position recognizes the value you bring to CAP and offers the opportunity for annual merit increases of up to 6% 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 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 21-24 paid holidays throughout the year. CAP's flexible, family-friendly 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. Additionally, receive reimbursement for work-related mileage incurred, supporting your travel needs related to program supervision, support and community engagement.
  - **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 leave, allowing you to focus on your family's significant life moments.
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# Are You Ready?

## Core Qualifications

- At least two years of experience working in education leadership, including but not limited to school administration, curriculum and instructional coaching and school district leadership.
- Master's degree in educational leadership or related field.
- Proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint) to produce high-quality reports, presentations, and other documents.
- Must pass official Level 2 background screening as outlined by Florida state law.
- Commitment to CAP's vision, goals and core values.
- Ability to manage processes, deadlines and budgets while adhering to the policies and procedures of the organization.
- Demonstrated ability to maintain confidentiality and handle sensitive information.
- Ability to be proactive and flexible, problem-solve and show initiative with all projects related to this position.
- Excellent verbal, listening and written communication skills.
- High attention to detail.
- Proven ability to work effectively both independently and in a team-based environment.
- Strong organizational and time management skills.

If you are passionate about leading transformative arts education initiatives and excel in a role where strategic oversight meets community engagement, we invite you to apply. This is more than a job—it's an opportunity to make a substantial impact. Join us in shaping the future of arts integration and educational excellence!

Submit in confidence to [luisa@capkids.org](mailto:luisa@capkids.org) a résumé and personal statement of 1,500 words or less explaining a) your personal, artist or educational philosophy statement, b) where you currently are in your career and long-term goals, and c) what unique skills or perspective you will bring to CAP, its students and the Jacksonville community.

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*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.*