



Job Description

Position Title: Program Director, The, [School of Interactive Arts](#) Mastery Program

Department: Programs

Reporting to: Director of Programs

Employment Type: Full-Time

ABOUT URBAN ARTS:

[Urban Arts](#) is an arts-based organization that helps students explore their creativity and harness technology to defy the odds and define their future.

ABOUT THE SCHOOL OF INTERACTIVE ARTS:

[The School of Interactive Arts](#) is a program of UAP that teaches students the art and science of game development. The program uses game design as an entry point to teach computer science and higher level coding while helping students develop skills in communication, collaboration, project management, and entrepreneurship.

POSITION SUMMARY:

The SIA Director of Mastery Programs is responsible for the oversight and growth of our Mastery Level Game Design Programs for High School students that operate after school and out-of-school (Schedule requires working two Saturdays a month during the school year with Sunday and Monday off). This imaginative, artistic, and experienced leader is accountable for overall program outcomes and leads the SIA Team towards successful implementation of all Mastery programs- both in-person, online, and at

satellite after-school sites. The Director is a strategic thinker, a collaborative leader, and is deeply committed to cultivating students' artistic voice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PROGRAM LEADERSHIP

- Collaborate with the CPO and CEO to craft the ongoing vision of SIA Mastery programs; provide bold strategic thinking around program expansion, scaling, and development.
- Act as program representative at internal and external meetings and functions; partner with the development team on fundraising initiatives.
- Drive the process for design and development of SIA Mastery curriculum.
- Maintain awareness of academic standards related to computer science at state and national levels.
- Manage the observation needs of SIA Mastery programs (in-person and virtual) ensuring both quality and consistency.
- Work with the Manager of Post-Secondary success to administrate the admission process for Mastery programs.

PROGRAM MANAGEMENT

- Exercise financial leadership for the SIA program; participate in the development of an annual program budget and ensure adherence to that budget.
- Manage the relationships with SIA's portfolio of schools; cultivate partnerships with school leaders and administrators in order to ensure successful program outcomes and create opportunities for future program expansion.
- Support the composition of written reports and all outward-facing communications related to the program.
- Champion the collection and tracking of program records and metrics (i.e. student attendance, student achievement, etc.).
- Administrate SIA's digital learning environments (i.e. Discord Server).

TEAM LEADERSHIP

- Lead all staffing and hiring processes related to SIA Mastery programs.
- Build and develop a dynamic and collaborative team culture among SIA Faculty and Assistant Teaching Artists that is consistent with Urban Arts' core values.
- Oversee the development of SIA faculty research projects.

Other duties as assigned by the supervisor.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- An inspiring team leader with experience building dynamic and collaborative teams.
- Bachelor's degree required
- Proficiency in at least one coding language preferred
- Strong commitment to arts education; facility in arts education instruction
- At least 5 years experience working in school or other educational environments
- Strategic thinker with drive to work towards the very best for our students
- Excellent written and oral communication skills

WHY WORK AT UAP?

- Hybrid Work Environment (WFH 3 days a week/Office 2 days a week)
- Medical, Dental, Vision Insurance.
- Generous PTO benefits.
- 401k Retirement Plan + Company Match.

To apply please send a cover letter with salary requirements, as well as your resume to programjobs@urbanarts.org with "SIA Program Director" in the subject line.

Women, minorities, and/or people with disabilities are encouraged to apply. Urban Arts Partnership is an equal opportunity employer.