

Reports To: Director of the Center for Arts in Education

Job Description: Teachers As Artist (TAA) Program Coordinator/Administrative Arts Coordinator

The Boston Arts Academy, a public high school for the visual and performing arts, is starting its 11th year in September 2008 with 440 students in Grades 9 - 12. It is a joint project of the Professional Arts Consortium, Inc., (comprising the Berklee College of Music, Boston Architectural Center, the Boston Conservatory, Emerson College Massachusetts College of Arts, and the School of the Museum of Fine Arts) and the Boston Public Schools. The Boston Arts Academy is charged with being a laboratory and a beacon for artistic and academic innovation. The Boston Arts Academy prepares a diverse community of aspiring artist-scholars to be successful in their college or professional careers and to be engaged members of a democratic society.

This innovative school features a college preparatory curriculum supporting integrated and interdisciplinary teaching and learning among arts and academic disciplines. Students explore the arts in both traditional and new media forms. The Academy's program is enriched by the involvement of the six members of the Professional Arts Consortium. Both the program and the student body at the Academy reflect the culture, ethnic and linguistic diversity of Boston.

The Academy is a Pilot School and a member of the Boston Pilot Schools Network, a group of Boston Public Schools that, by union contract, have been granted increased autonomy and flexibility to be laboratories of educational innovation. This includes the right to extend the school day and year for both faculty and students.

The TAA Program Coordinator/Administrative Arts Coordinator is a full-time position reporting to the Director of the Center for Arts in Education, but will work closely with three other departments within the school. The Coordinator will work as the Teacher As Artists (TAA) Program Coordinator three days per week and as Administrative Coordinator for Artistic Dean and Gallery Director, one day each per week. Depending on school and program schedules, the Coordinator's schedule will vary at different times during the year. Ability to work a flexible schedule and some occasional evening work will be required.

Responsibilities:

Teachers As Artists (TAA) Program Coordinator:

Will work approximately three days per week as the TAA Program Coordinator, under the direction of the BAA Center Director, and will be responsible for all aspects of the program, including but not limited to the following:

- Managing the implementation of the program timeline;

- Working with the BPS office of the arts, the Boston artist community, and other community organizations to identify artist-teachers working in Boston Public Schools;
- Creating and maintaining a working database of artist-teachers working in BPS;
- Creating marketing and recruiting materials to promote the program and recruit participants to submit proposals;
- Recruiting applicants through mailings, phone contacts, and site visits to schools;
- Sending out Request for Proposals and responding to inquiries as well as maintaining database of submissions;
- Recruiting and managing panel of outside professionals to serve as jurors on the grant selection committee;
- Maintaining communication with potential participants throughout entire process, including notifying all applicants of fellowship award selections, communicating with fellows before, during and after their projects, collecting reports from fellows upon completion of their projects and working with fellows on their presentations for the Convening Session;
- Planning and execute all aspects of the annual Convening Session;
- Working with Center Director on planning for recipient schools participation in the BAA Summer Institute;
- Participate in one annual retreat which could fall on a weekend,
- Performs other related duties as requested by the Headmaster.

Administrative Coordinator:

For Artistic Dean: Work approximately one day per week providing administrative assistance to the BAA Artistic Dean. Duties will include but not be limited to:

- Coordinating residencies and master classes for visiting artists, including coordinating travel and scheduling needs for the artists, assist with special events related to the visit, work with custodial and main office staff regarding facility needs, etc;
- Manage out-of-house requests for performances by BAA groups: Filter requests made to the school through appropriate channels, coordinate performance requests with appropriate arts department, work with department on logistical needs for the performance, including transportation, food, etc.;
- Assist with other administrative needs of the Artist Dean as needed.

For Gallery Director: Work approximately one day per week providing administrative assistant to the Sandra and Philip Gordon Gallery Director. Duties will include, but not be limited to:

- Working with BAA Gallery Director to coordinate annual gallery schedule and all aspects of each exhibition;
- Assist Gallery Director by coordinating needs of exhibiting artists;
- Assist Gallery Director with installation of exhibitions;
- Plan and coordinate gallery openings;

- Work with BAA communications and development departments on PR for exhibitions;
- Assist Gallery Director in taking down exhibitions and returning artwork to the artist;
- Assist with other administrative needs of the Gallery Director as needed.

Qualifications:

Qualified Applicant must be a self-starter and be very flexible and able to manage many tasks at one time.

- Bachelor's degree,
- At least 3 years administrative experience,
- Excellent organizational skills with attention to detail
- Strong interpersonal skills, including the ability to work with diverse groups of people,
- Experience in managing and planning events,
- Experience working with artists or working as an artist,
- Knowledge of and passion for the arts,
- Experience working in an urban schools with teachers, administrators and students,
- Knowledge of a wide variety of computer programs including word processing, internet, database management, Power Point, Excel and Desktop publishing,
- Excellent verbal and written communications skills,
- Ability to work in a fast-paced environment, work independently, exercise judgment, manage multiple tasks and re-priorities goals in response to program needs,
- Ability to be flexible,
- Must live in the City of Boston or be willing to move to the City of Boston if hired.

TERMS: Tier B – (Salary Range \$35,000- 43,616 depending on experience)
School Based Managerial –223 day work year, some evenings and weekends.

**To Apply: Send a resume & letters of recommendation to:
Deborah Pullen, Business Manager, Boston Arts Academy, 174 Ipswich Street,
Boston, MA 02115. Any questions contact Deborah Pullen at 617-635-6470 x336 or
by email at dpullen@bostonartsacademy.org.
Starting March 10, 2008 all applicants must apply on line at the Boston Public
Schools website www.bostonpublicschools.org.**