



To make this position part-time (30 hours/week), delete the responsibilities marked in **blue**.

Artistic Director JOB DESCRIPTION

About ArtStream

ArtStream offers performance opportunities to people with intellectual and developmental disabilities, (IDDs) - including autism - in partnership with neurotypical peer mentors. Through rehearsals, performances, and classes ArtStream participants practice self-advocacy and related skills while gaining self-confidence and independence. Other skills include social skills, listening, self-awareness, problem-solving, and workplace communication. ArtStream self-advocates speak on national platforms about their experiences and how participating in ArtStream's programs helps them to lead meaningful, independent lives.

ArtStream was founded in 2005 and annually offers over 800 class sessions and 40 performances by 6 Theatre Companies and 4 Cabaret Companies. There are six full time administrative staff, 30 partner organizations, 40 volunteers, and over 50 contract Teaching Artists.

Summary/Objective

In collaboration with the Programs Manager, Theatre and Events Manager, Outreach Coordinator for Student and Volunteer Engagement, and Communications Manager, the Artistic Director is responsible for developing and facilitating training, making assignments, and evaluating Teaching Artist performance to ensure ArtStream's performing companies and classes effectively engage and challenge people with IDD, including autism. The Artistic Director supports contract Teaching Artists by facilitating professional development training programs, evaluating, creating standard operating procedures, and curating resource materials. **The Artistic Director identifies and builds relationships with program partners to engage new students.**

Reports to: Executive Director

Primary Responsibilities

1. Promote ArtStream's standards of excellence by assessing contract Teaching Artist performance through observing classes/rehearsals, reviewing class/rehearsal notes, and ongoing dialogue with Teaching Artists, families, participants, and program partners
2. Recruit and hire Teaching Artists to support class and performing company needs
3. Partner with the Theatre and Events and Program Managers to assign Teaching Artists

4. Develop and conduct Teaching Artist orientation and training to ensure ArtStream standards are upheld
5. Create guidelines for promoting an assistant teacher to lead teacher
6. Develop, maintain, and disseminate model curricula, guidelines, Standard Operating Procedures, and relevant resources for use in classes/rehearsals
7. Partner with peer organizations (disability/theatre/education) to co-create professional development training programs
8. Collaborate with the Program Manager in identifying potential partner organizations and developing collaborative partnerships to effectively engage the diverse population of people with IDD's
9. Collaborate with Communications Manager on program partner outreach materials
10. Assist the Outreach Coordinator for Student and Volunteer Engagement with volunteer peer mentor recruitment, placement, and training
11. Support the Executive and Development Directors, as needed, in strategizing and responding to grant and funding opportunities
12. Assist in creating program budgets

Qualifications and Requirements

1. Experience as a professional Teaching Artist, special education teacher, drama therapist, or disability services provider; experience with adult populations preferred
2. Training in theatre, drama, drama therapy, arts administration, or a related field of study.
3. Experience within/knowledge of the IDD/autism community, accessibility, and inclusion practices
4. Demonstrated experience evaluating contract Teaching Artists
5. Ability to promote ArtStream's goals in the community to build relationships and create strategic partnerships
6. Experience developing and facilitating professional development training programs
7. Outstanding oral and written communication skills, proactive, innovative, team oriented, and highly collaborative
8. Innovative and resourceful problem-solving ability; flexible and adaptable; able to manage multiple, changing priorities and deadlines
9. Strong track record of high integrity, good judgement, confidentiality, and discretion
10. Experience implementing Diversity, Equity, Inclusion, and Access initiatives
11. Proficiency with Microsoft Office Suite, CRM databases, online learning software, Constant Contact, Survey Monkey, and class registration software.
12. Access to reliable transportation to visit programs throughout the DMV.
13. Demonstrated experience with outreach to program partners
14. Ability to promote ArtStream's goals in the community to build relationships and create strategic partnerships
15. Experience managing volunteers

Work Environment

This job may be performed via a telework arrangement or in a professional co-working office environment in Maryland. This role routinely uses standard office equipment. Access to reliable transportation to observe classes and rehearsals is required.

Position Type/Expected Hours of Work

This is a **full-time** position. The Artistic Director must be available for phone and email contact Monday through Friday, between 9 a.m. and 5 p.m. Evening and weekend work may be required to observe programs and participate in meetings. Flex time/comp time is provided.

Classification: Exempt

ArtStream is an Equal Employment Opportunity/Affirmative Action employer. ArtStream's Bylaws state: ArtStream shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, political or religious opinion or affiliation, or other characteristics protected by law in any of its policies procedures or practices.

Reasonable Accommodations: If you require reasonable accommodations during any part of the hiring process, please email us at jobs@art-stream.org or call 301-755-9492.

Date Created: 3/1/22

To apply, send resume/work history and cover letter to: jobs@art-stream.org