



Director, Greater Cleveland Programs

Studio Institute seeks a leader responsible for the administrative management and growth of its Greater Cleveland visual arts programs.

The Director will work effectively with the President, the NY-based Programs Team, and other Studio Institute colleagues to support current programs and seek new opportunities to expand Studio Institute Cleveland. They will manage a portfolio of community, cultural, and school partnerships and represent Studio Institute at arts, educational, and community convenings and events, maintaining a visible presence to the community and current partners.

The Director will:

- Serve as the local liaison to artists, cultural, school, institutional partners, and other civic and community-based organizations.
 - Develop partnerships, especially with several high-priority program areas, and work with organizational partners (foundations, companies, and local advisors) and visual artists throughout the city, maintaining a visible presence to our partners.
 - Build relationships with all community partners to strengthen our efforts to expand arts programming to learners of all ages. The Director will grow existing partnerships and seek new partnerships with organizations, schools, local government agencies, and community-based partners.
 - Oversee partnerships with specific deliverables tied to grants or sponsorships.
 - Participate in various organizational initiatives and be accountable as a project team member for completing assigned tasks and deliverables.
 - Conduct regular outreach to seek new partners, including program promotion, sponsorship, marketing, and volunteer engagement, and maintain current partnerships.
 - Collect and analyze program data for assessment to sponsorships and grant reporting.
- These responsibilities will occur through in-person/field-based meetings and events using virtual and digital platforms to maintain a visible presence to our partners.

High-Level Responsibilities:

- **Ensure Quality** – Implement the Studio Institute program models and expand their presence in Cleveland.
- **Manage Relationships** – Support community and school partners to increase their value to the community. Build, manage, and strengthen assigned relationships and expand the program to new partners, actively promoting and marketing the program to artists, advisors, educators, prospective sponsors, volunteers, and potential supporters. Conduct site visits and evaluations.
- **Achieve Programmatic Goals** – Meet or exceed team programmatic-based partnership goals, expanding the number of students within programs.
- **Manage Projects** – Successfully manage assigned programmatic and community projects and events.
- **Recruit artists and partners** – Successfully organize and participate in recruitment and training sessions for artists, educators, and volunteers.

- Report Data – Prepare accurate data and timely updates and progress reports, ensuring all city funding and reporting deadlines are met to support grant opportunities.
- Maintain awareness – Stay informed on all relevant news and developments with the arts and arts education community, schools, and higher education.
- Supervise -- Part-time staff (including artists) and consultants.

Position Requirements:

- Strong verbal and written communication skills.
- A self-starter who takes the initiative and works independently.
- Comfort and demonstrated ability to speak effectively on behalf of Studio Institute in public settings, hearings, and with various constituents.
- Desire to work with artists, cultural organizations, and school staff.
- Strong interpersonal and cultural competency skills.
- Accountability and responsiveness to colleagues and partners.
- Superior organizational and project management skills.
- Strong ability to multi-task and meet deadlines.
- Attention to detail, reporting, and to meet defined goals.
- Proficiency in using technology platforms including MS Office (Excel, Word, PowerPoint), Adobe Suite, and digital communication platforms (MS Teams, Zoom, Google Meets).

This position requires work from the Cleveland office, with significant travel to schools and organizational partner sites. It may include some evening and weekend hours. The Director must possess a valid Ohio Driver's License, a dependable mode of transportation, and up-to-date insurance.

Job Type: Full-time, exempt.

Pay Range: \$65,000 to \$75,000 with a full benefits package.

To Apply: Submit cover letter and resume to: jobs@studioinstitute.org

Review of candidates will begin September 15, 2023, and continue until filled.

Who We Are: Studio Institute provides opportunities for learners of all ages through visual arts education and career development programs. We were created in 2017, after 40 years of experience and success with Studio in a School in New York City, to expand our reach and bring our programs to schools, community-based organizations, and arts and cultural institutions beyond New York City.

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