



Baltimore Clayworks (BCW) is a community-centered ceramics institution in the Mt. Washington neighborhood of Baltimore, Maryland. We are known for our attentiveness to the city, and for our national and international reputation for artistic excellence, support, and community involvement.

The mission of Baltimore Clayworks is to develop, sustain, and promote an artist-centered community that provides outstanding educational, artistic, and collaborative programs in the ceramic arts. Its core values are artist-centeredness, excellence, inclusivity, integrity, and joy.

BCW is committed to promoting diversity, equity, and inclusion in all aspects of the organization and seeks to attract a diverse applicant pool for this position.

Overview:

The Director of Community Arts & Engagement is responsible for all planning, programming and personnel for Community Arts. The Director will create, sustain, and nurture community partnerships in the Greater Baltimore region and create meaningful programming for groups of all ages, abilities and backgrounds. The Director must be sensitive to the needs of a diverse population and familiar with the challenges of community-based programs. The position requires some evening and weekend hours.

Position responsibilities:

- Provide strategic vision and leadership for the Community Arts program
- Nurture and expand collaborative partnerships with arts organizations, school systems, recreation centers, community groups, and social service agencies in the Baltimore metro area
- Develop customized programming and curriculum for groups of all ages, backgrounds and abilities
- Research trends in after school arts programming and the needs of Baltimore communities.
- Oversee multiple public art projects per year
- Continue to grow BCW Development Programs for youth with disabilities and marginalized adults
- Attend meeting, events, lectures pertaining to youth and the arts, reaching traumatized populations through the arts, and accessibility and inclusion
- Monitor and evaluate the impact of all Community Arts programming
- In collaboration with the Director of Finance, create and manage the community arts budget and monitor expenses and resources for specific grant programs.
- Order and manage the storage of all Community Arts supplies
- Process contracts, MOUs, and fee-for-service agreements with partners, teachers, and artists



**Baltimore
Clayworks**

Director of Community Arts and Engagement

- Recruit, hire and train teachers, part-time administrative support staff, and interns
- Manage community volunteers
- Database management of community arts partners
- Work collaboratively with Development staff on grant writing and reporting
- Research funding opportunities and cultivate relationships with funders
- Work collaboratively with Curator of Exhibitions to plan and install shows in the gallery
- Plan project culmination events for teachers, participants, and funders
- Document all programs and projects and oversee Community Arts content on the website

Required skills and experience:

- 3-5 year's experience working in a community arts program
- Bachelor (Masters preferred) in community arts, art education, or combination of art and experience working in community arts
- Excellent interpersonal and communication skills
- Ability to manage funding and maintain detailed records
- Ability to work in a collaborative, arts-oriented environment
- Excellent organizational skills with the ability to exercise initiative and plan ahead

Conditions of Employment

- Satisfactory Background check
- Reliable transportation for off site visits
- Ability to stand for long periods
- Ability to lift up to 50 pounds

Interested applicants should email a resume to **HRconsultant@baltimoreclayworks.org**

Baltimore Clayworks will provide reasonable accommodations for those requiring accommodations.