

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: TEACHER-CURATOR ENTERTAINMENT TECHNOLOGY**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of highly specialized tasks coordinating the successful implementation of the Assistance in Arts Education Development Dissemination (AAEDD) grant entertainment technology programming at Penn-Griffin School for the Arts. Employee is responsible for understanding and ensuring that the district's project implementation complies with federal grant guidelines. Employee recommends and helps to provide professional development opportunities for staff and assists the Director of Fine Arts, Supervisor of Fine Arts, Curator of Fine Arts Grants, and Principal with professional development implementation. Employee serves as liaison to community partners and other extended partners. Reports to Director of Fine Arts, Supervisor of Fine Arts, Curator of Fine Arts Grants, and the school principal.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

###### **GENERAL**

The Curator is responsible for working with the Notes for Notes Program Manager in all the daily operations and programs of the Studio. As a fully equipped music studio, it is the Curator's job to co-facilitate the creativity of young artists and inspire them to grow as musicians and individuals. This includes developing and implementing programs that cater to young musicians' interests. From teaching rhythm and instrumentation to creating interactive ways to engage with youth.

The Curator must embrace teachable moments in everyday situations and serve as a positive role model for youth members; maintain an open mind; facilitate student learning; promote creativity and innovation.

An outgoing personality is key to maintaining the vibe and culture of the organization. We pride ourselves on the quality experiences we offer youth inside the Studios as well as the reputation and relationships we build in each community we serve. The Curator will be responsible for recruiting to the program from all available sources; perform community outreach; market the successes of the program to media.

The Curator must serve as a liaison with the school arts education department and bridge between the entertainment technology program and traditional arts education opportunities.

The Curator will serve as the assessment coordinator for the students enrolled in the program providing formalized grades for their work inside and outside the studio.

## **TEACHER-CURATOR ENTERTAINMENT TECHNOLOGY**

The Curator is responsible for implementing the scope and sequence and curriculum of the entertainment technology program, assist school in scheduling, provide opportunities for external performances and jobs, catalyze apprenticeship opportunities, liaise with partner sites (i.e., Rhythm Works in Greensboro; GTCC High Point), apprise the district of upgrade needs, and teach classes on a part-time basis as deemed necessary by the school principal.

### **PROFESSIONAL DEVELOPMENT**

Attends department and general staff meetings as necessary.

Facilitates outside events for teacher and administrator professional development.

Maintains own professional development in industry standard equipment and software.

Develops, implements, and maintains professional learning for staff in pertinent trainings.

### **BUDGET MANAGEMENT**

Assists the Department of Fine Arts with maintaining the budget for grant-related programs and events.

Participates in the documentation process for federal reporting requirements including but not limited to the APR, GPRA, and Ad hoc reports.

### **ADMINISTRATIVE**

Collaborates with Department of Fine Arts to maintain integrity of grant programs.

Serves as consultant for Superintendent and other district administration for grant programs related matters and decisions; assumes responsibility of acting as agent of GCS Board of Education in the solution of conflicts that pertain to the position.

Serves as the primary liaison between Notes for Notes, Penn-Griffin School for the Arts, GCS district offices, and other community partners.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in the field of education or non-profit management from an accredited college or university; at least three years of successful experience teaching or non-profit management experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience in managing an arts-based program and working with children are required.

## **TEACHER-CURATOR ENTERTAINMENT TECHNOLOGY**

### **SPECIAL REQUIREMENTS**

Must possess a valid North Carolina Driver's License.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, overhead projectors, copiers, adding machines, artist pens and brushes, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Be able to present to large bodies of people.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, contracts, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Requires the ability to perform as a professionally trained artist in a given genre.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using artist's tools.

## **TEACHER-CURATOR ENTERTAINMENT TECHNOLOGY**

**Manual Dexterity:** Requires the ability to handle a variety of items such as pens, paint brushes, musical instruments. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be proficient in conflict resolution skills including advocacy, negotiation, and mediation techniques.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone, electronic mail, social media, and other forms of electronic communication.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of project management. Thorough knowledge and understanding of the grants.

Considerable knowledge of the current literature, trends, and developments in the field of project management for non-profit organization.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding K-12 education.

Specific knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Ability to negotiate and collaborate with large groups of people and one-on-one.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop and oversee meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

## **TEACHER-CURATOR ENTERTAINMENT TECHNOLOGY**

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The term of the job is for two years – the remaining life of the AAEDD grant.