Luther Burbank Center for the Arts
Job Posting

Job Title: Curriculum Specialist
Department: Education & Community Engagement (ECE)
Reports To: Director of ECE
FLSA Status: Exempt/weekends & evenings
Location: Santa Rosa, CA
Salary: $64,480

Luther Burbank Center for the Arts is a fascinating and rewarding workplace, offering a diverse and inclusive community of belonging. We strive to enrich the lives of all North Bay residents through diverse arts programming, including the students and teachers in our schools through our education and engagement programs. We are an Equal Opportunity Employer. We proudly value and encourage professional and personal growth to expand your skills and expertise.

Snapshot of the Role
In this key role, you will develop program content for key education and community engagement programs aligning with current education pedagogy and state standards. You will work effectively within the ECE team and with teaching artists. You will contribute to a welcoming environment for teaching artists, students, and community members of diverse backgrounds, age, and ability. You will plan and deliver accurate and timely administration of programs and projects.

Measure of Success
- Demonstrate personal responsibility for quality and timeliness of work performed by self and teaching artists
- Mentor contracted teaching artists to successfully develop and implement curriculum meeting state academic content standards and appropriate classroom management
- Considers lessons learned from experience, differing needs, and the impact of decision on others
- Communicate effectively in verbal and written form in a respectful, timely, and clear manner
- Demonstrate passion for making a difference in students lives through the arts

All the duties and responsibilities you are entrusted with:
- Managing and working with education and community programs including Artists in Schools, Summer Camp, Set the Stage, and after school programs
- Overseeing ongoing evaluation and assessment of teaching artists in the program
- Promoting interest and cultivating participation for programs
- Facilitating Creative Arts for Resilience and Expression (CARE) program
- Acting as a liaison with classroom teachers and teaching artists
- Coordinating activities for camps and after school programs in tandem with Community Partnerships Supervisor
- Working with ECE staff to coordinate team programs, including Posada Navideña, Fiesta de Independencia, and Latino Advisory Council

What Matters Most in this Role:

Critical Thinking. Ability to assess teaching methods, instructional materials, and student performance data. Make recommendations based on your analysis of a variety of factors that affect student learning.

Leadership. Provide useful and effective support by skillfully motivating, guiding, and mentoring the classroom teachers and artists.

Decision Making. Make important decisions about methods of instruction and curriculum through a thoughtful process and use relevant factors to make informed choices.

Interpersonal Communication. Explain teaching strategies, changes to curriculum design, and the reasons for those changes, so teachers feel invested. to offer constructive feedback.

How to Apply and Further Information:
To apply, please submit a short cover letter and your resume in PDF format to HR@lutherburbankcenter.org using the job title in the subject line. A detailed job description is available upon request.