



Position Title: Learning Designer

Salary Range: \$60,000 - \$80,000

Employment Type: Full Time or Contract to Permanent

Reports to: CEO

Job Overview

ARCK is seeking to fill a newly created position for a Learning Designer. Building on 10 years of successfully providing its proprietary, classroom-based student arts education programs, ARCK will expand its program offering to include educator training and coaching. The Learning Designer will be responsible for every aspect of the design, development, testing, and assessment process for the new educator training and coaching programs. We are seeking an innovative content creator who can partner closely with the ARCK team in building and scaling this program.

Job Responsibilities

- Develop training and coaching programs for educators to utilize ARCK's Arts With Impact framework and curriculum in their classrooms.
- Outreach to educators, schools, and districts to develop partnerships and enroll training and coaching programs.
- Facilitate all programmatic operations, including client enrollment.
- Lead training/coaching sessions. Potential to train ARCK Teaching Artists to deliver training and coaching programs.
- Create and utilize assessment plan and measurement tools in order to evaluate and communicate the success and impact of programs. Opportunity to leverage existing curriculum assessment for ARCK's in-class student-facing programs.
- Iterate to build a feasible and successful educator training program that works for teachers and schools. This involves being flexible, responsive, and innovative.
- Develop a scalability plan for educator-facing programs. This includes overseeing the development of a platform that provides remote professional development offerings, houses a database of ARCK curriculum, and hosts an online collaborative community of educators.
- Collaborate with ARCK's education team and leadership in all matters listed above.
- Partner with the CEO on business development calls to expand our client base. Act as the content expert on curriculum and strategic direction of ARCK's programs.
- Embody ARCK's principles of empathy, social justice, equity, creativity, authentic work, and collaboration.

Experience and Skills

- Master Degree in arts education, education, or related field
- 3+ years of experience in educational settings or nonprofit organizations
- Experience as a Program Manager or Coordinator

- Demonstrated excellence in project management; ability to design and manage large-scale projects
- Strong communication skills
- In-depth knowledge of best practices in adult education/training, including curriculum development, delivery, and evaluation
- Ability to teach in-person and remotely, including design and implementation of effective learning tools
- Knowledgeable of the latest technologies and innovations in learning software and learning management platforms. UX certification is a plus.
- Commitment to and knowledge of inclusive learning techniques, such as Universal Design for Learning, Trauma-Informed Teaching, Linguistically and Culturally Responsive Teaching
- Ability to build and maintain relationships with diverse individuals and groups, both in-person and virtually, in a constructive and collaborative manner
- Comfortable as a self-starter and ability to act independently, under direction of the CEO and board
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability

About ARCK

ARCK's mission is to provide art education to help every child thrive as a creative and socially-conscious individual.

Art Resource Collaborative for Kids, Inc. (ARCK) is a Boston-based 501(c)(3) nonprofit organization that fosters the creativity and social-emotional growth of K-8th grade students from under-resourced communities. Our interdisciplinary Arts with Impact framework and education programs expand students' creative capacities, enhance their awareness of themselves and the world around them, and empower them to achieve their full potential as creative and socially-conscious individuals. Since 2012, ARCK has engaged over 4,800 Boston Public Schools students, giving them confidence in their capacity to become agents of change.

What we offer

- Paid time off
- Flexible schedule with option for remote/in-person balance
- The opportunity to work with passionate, creative people and build something great from the ground up

How to Apply

Please submit a cover letter and resume to joinourteam@arckboston.org, and include the name of the position for which you are applying in the email subject line. No phone calls or office visits, please.

ARCK is an equal opportunity employer. We are also committed to being an organization that is representative of the communities we serve, and that fosters an inclusive environment for all employees.