



ARTS DISTRICT

LIBERTY STATION

Position Description: **Director of Liberty School**

FLSA Status: Exempt

Working Hours& Conditions: This is a hybrid role with on-site work requirements at Arts District Liberty Station according to program needs, with flexibility to work remote as program allows.

Compensation: \$75K-\$90K annually, based on experience

Benefits: Paid time off and holidays
Employer-paid monthly premium for CalChoice coverage to be utilized for health, dental and vision. Alternatively, employee may opt to receive the equivalent amount as taxable income.
403(b) savings plan available for employee contribution

Reports to: VP & Chief Operations Officer

Direct Reports: Liberty School part-time staff

Position Summary

The Director of Liberty School is responsible for the development, implementation, and management of the Liberty School program. The Director will play a significant role in cultivating relationships with Teaching Artists, Classroom Teachers, School Administrators and Liberty School staff and volunteers. The role will focus on expanding program opportunities, building partnerships, and working collaboratively with key stakeholders to deliver quality programming.

This role also supports Arts District Liberty Station (ADLS) team events, representing the organization as an advocate for positive youth development in conjunction with the arts.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.



ARTS DISTRICT

LIBERTY STATION

Skills and Abilities

- Passion for advancing access and opportunities to arts and culture experiences in Arts District Liberty Station, and a genuine interest in the mission of the Arts District Liberty Station.
- Dedication to deepening, expanding, and strengthening the connection between Arts District Liberty Station and diverse audiences across the greater San Diego-Baja region.
- Excellent communication and collaboration skills, with the ability to effectively work with cross-functional teams and stakeholders.
- Detail-oriented and highly organized, with the ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Good interpersonal skills
- Bilingual Spanish/English, written and spoken (preferred).

Knowledge

- Strong working knowledge of Microsoft Office Suite
- Knowledge of budget creation and management
- Knowledge of core standards and educational requirements per the district
- Knowledge of current design trends, multimedia best practices, and emerging technologies.

Education and/or Experience

- Bachelor's degree in education, youth development, or a related field.
- 1-3 years' experience in operating youth development programs
- 1-3 years' supervisory experience

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
 - Must be able to lift up to 15 pounds at times.
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ARTS DISTRICT

LIBERTY STATION

Key Responsibilities

Program Management

- Collaborate with community partners to deliver the Liberty School program in accordance with strategic goals.
- Provide leadership and oversight of program operations, ensuring sustainability, growth, and excellence.
- Work closely with ADLS tenants to understand their needs and translate those needs into opportunities related to the Liberty School program.
- Build and maintain relationships with schools, tenant organizations, and training partners to enhance program quality.
- Develop relationships and an understanding of the needs of the region as it relates to arts and culture instruction for youth.
- Evaluate the needs of Liberty School to determine areas of growth, expansion and increased quality.
- Work with marketing and fundraising departments to update material as it relates to Liberty School.
- Create, manage, and track budget for Liberty School.
- Organize student exhibitions, showcases, and community art events.
- Attend school open houses, back-to-school nights, and other events as an ambassador for Liberty School and ADLS.
- Oversee daily program operations to include scheduling, day-of materials, agreements, student waivers/photo releases, tenant records, surveys, thank-you cards, and invoices.
- Collaborate with teaching artists, educators, and administrators to align lesson plans with Common Core standards and institutional goals.
- Monitor program effectiveness using qualitative and quantitative data.
- Provide backup to other programs as needed (e.g., Art in Public Places, Tenant Programs)
- Manage multiple projects and assets simultaneously, ensuring that deadlines are met, and deliverables are of the highest quality.
- Attend events representing ADLS.
- Other duties as assigned.



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LIBERTY STATION

How to Apply

Submit your resume and cover letter (1 page max) in PDF format to admin@artsdistrictlibertystation.org. Include “[Director of Liberty School –Your Name]” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Arts District Liberty Station is an Equal Opportunity Employer.

We are committed to creating an inclusive environment for all employees and will consider qualified applicants with criminal histories, pursuant to the California Fair Chance Act.

California Fair Chance Act Statement: We will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made. After making a conditional offer and running a background check, if we are concerned about a conviction directly related to the job, you will have the opportunity to explain the circumstances, provide mitigating information, and respond before a final employment decision is made.