



The Redhouse Arts Center

Job Title: Redhouse Arts Center Curriculum Associate: Internal Applicants Only
Organization: The Redhouse Arts Center
Location: Syracuse, NY
Work Days: Monday - Friday, Hours determined by daily assignment
Position Type: Full Time

CONTRACT POSITION

This position is contractual beginning on July 1 and ending on June 30 each year, with the possibility of renewal, pending a positive Instructional Performance Review.

JOB SUMMARY

Redhouse Arts Center (Redhouse) is a nonprofit, multi-arts organization dedicated to the production and presentation of interdisciplinary works, theatre, music, and design.

This is a regular, full time exempt position serving under the supervision of the Director of Education and Teaching and Learning Coordinator. The Curriculum Associate works alongside the Redhouse Teaching Fellows and Education Associate on a daily basis in order to ensure quality curriculum and instructional practices are being delivered to students. The Curriculum Associate helps to oversee the creation, implementation, alignment, and assessment of curriculum for all aspects of our School District Program as related to their area of specialty (music, dance, theatre, design, technology, etc.). In addition, the Curriculum Associate will serve as an on-call substitute as needed in order to ensure seamless and quality curriculum is being delivered even in the absence of a teaching fellow/Building Lead.

Redhouse is seeking a candidate who is self-motivated, detail oriented and able work under his/her own initiative and in cooperation with other staff. The candidate must be able to work, plan and prioritize, and work to agreed deadlines as required. Candidates must have strong organizational skills, with the ability to create, implement and maintain systems and processes and provide excellent customer service.

SPECIFIC DUTIES

- Serve as a second responder to the program and Building Leads to provide per diem substitute support. Providing coverage and support is a priority in this position.
- Serve as a curriculum lead within the program's curriculum committee
- Provide administrative and resource support including, but not limited to,:
 - Identifying and tracking necessary lesson plan modifications and accommodations
 - Acting as the liaison between the Education Associate and Fellowship program to manage material requests/returns and equipment malfunctions
 - Assist the Teaching and Learning Coordinator and Director of Education with branding the program (lesson plan template, unit maps, scope and sequence, etc.)
 - Responsible for the implementation and assessment of curriculum for the School District Programs
 - Supports, observes and consults with teaching artists throughout the year during their units.

- Maintain positive professional communication and relationships with Redhouse administration, fellowship staff and school administration/faculty

REQUIRED QUALIFICATIONS

- Bachelor's degree, required
- Masters degree preferred, or equivalent combination of education and experience
- Minimum two years experience within Redhouse Fellowship Program
- Valid NYS license and reliable means of transportation
- Exemplifies active problem solving skills, flexibility, and creativity
- Demonstrates positive, professional, and effective communication with all stakeholders
- High level of interpersonal skills with demonstrated poise and diplomacy
- A willingness to collaborate, create, and design materials for the urban education setting
- Excellent knowledge of classroom management and curriculum/lesson plan design
- Strong organizational, written/grammar, and verbal skills
- writing, editing, and grammar skills
- Administrative and analytical skills and experience necessary to manage systems and workflow processes
- Ability to take initiative, work independently and under pressure
- Ability to prioritize, multi-task, and follow-through
- Flexibility in dealing with changes and ambiguities
- Exceptional attention to detail
- Excellent work ethic with great attitude
- Possesses skills to utilize the following software programs: Microsoft Office Suite and Pages; Internet Explorer/Safari; Google Calendar; cloud based storage systems, including Dropbox and Google Docs