



September 19, 2016

Position Title: Head of Faculty & Curriculum

Reports to: Director of Programs and Marketing

FLSA Status: Exempt full-time

HEAD OF FACULTY & CURRICULUM (full-time)

Curriculum Design and Strategy

Develops strategies to create, develop, and enhance the artistic and educational quality of GrubStreet's programs. Specific responsibilities include:

- Creates the annual curriculum and programmatic schedules for GrubStreet's core and advanced programming to ensure artistic quality and diversity.
- Leads program team in developing programmatic schedule each term, reprising successful programs and refining underperforming programs.
- Develops new and innovative classes and programs to respond to student and instructor needs, relevant literary trends, and gaps in educational offerings.
- Evaluates all workshops and Grub programs, ensuring high levels of student satisfaction and educational quality.
- Participates in the board-level Education Committee, reporting on the educational quality of Grub's programs.
- Works with Program & Advocacy Manager to refine curriculum towards helping create a welcoming and inclusive workshop environment.
- Curates GrubStreet's advanced programs, ensuring that these programs run successfully with excellent instructors, innovative curricula, and high student satisfaction rates, and developing new programs in partnership with Director of Programs & Marketing.

Faculty Management

Supervises all GrubStreet instructors, ensuring their adherence to GrubStreet's philosophy and educational standards. Specific responsibilities include:

- Recruits talented instructors with an eye toward diversity of both curriculum and cultural representation.
- Hires, trains, and supports all faculty, including facilitating quarterly instructor meetings and gatherings.
- Works with instructors to refine their teaching skills, and provides resources and support when needed.
- Collaborates with the finance team to ensure the speedy and accurate payment of instructors.
- Supervises Program Coordinator and supports them in dealing with any situations with students that may arise.

Experience

- 3-5 years teaching creative writing or equivalent experience.
- Experience designing curriculum.
- Excellent communication skills (written, verbal, listening, and facilitation).
- Ability to effectively juggle multiple and competing priorities with alacrity.
- Familiarity with online education platforms a plus, but not a requirement.
- Management experience preferred.

Accommodations

None.

About Our Organization

With a culture marked by high energy, collaboration, and the pursuit of excellence, GrubStreet is the center of Boston's literary life. We have grown to become one of the country's leading community literary arts centers. Employing more than 100 professional writers, we welcome over 3,000 adults into our workshops and seminars each year, we host the nationally renowned Muse and the Marketplace Conference each spring, and we partner with the City of Boston to bring the transformative power of creative writing to senior citizens across the city. We're also a creative home for more than 200 high school students who participate in writing workshops, slam poetry teams, and readings.

Our philosophy is that writing matters. Writers come to GrubStreet to learn how to be better writers. They engage deeply with the craft, receive objective feedback on their work, revise with intention, read actively and widely, and strive for artistic excellence in all the work they produce. Creative writing explores and documents the human condition and creates meaning in the lives of those who practice it. We believe the act of writing can change both ourselves and the world.

Recognizing the power of diversity, GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic collaborative work environment where great things are happening.

Contact Information

Interested in joining our team? Please send your confidential resume and cover letter to: jobs@grubstreet.org