



November 2021

Head of Faculty

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Head of Faculty position plays a vital role in helping GrubStreet to support our mission.

Reporting to the Education Director, the Head of Faculty supervises and supports all GrubStreet instructors, aiding in their development as educators and ensuring their adherence to GrubStreet's policies, philosophy, and educational standards. Alongside a diverse programs team, this role will also contribute to the artistic and cultural work at GrubStreet, ensuring that our workshops are consistently innovative, inclusive, and equitable. The Head of Faculty works in our fast-paced, friendly Boston office (with the majority of staff currently operating remotely). This is a permanent part-time (30 hours) position with benefits. The Head of Faculty will be expected to teach at least one multi-week class each term, for which they will be compensated separately. Note that for exceptionally high-quality candidates who might not yet have the professional experience for this Senior Manager role, GrubStreet may consider adjusting this role to a Manager-level position and train toward a Senior Manager role in the future.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

Instructor Leadership & Management

Supervises and supports all GrubStreet instructors, aiding in their development as educators and ensuring their adherence to GrubStreet's policies, philosophy, and educational standards. Specific responsibilities include:

- Recruits, hires, trains, supports and evaluates instructors for on-site and online classes.
- Leads recruitment efforts with an eye toward creating a diverse, inclusive, and equitable instructor community at GrubStreet.
- Works with instructors to develop their teaching skills, providing and facilitating access to pedagogical resources and trainings.
- Determines the most effective and productive ways for faculty to engage with each other professionally and socially; work together on innovative curricula and classroom management; and help each other with professional development opportunities. This may include regular instructor meetings and social outings.
- Recommends instructors to Youth Programs Manager and Director of Programs.
- Meets twice yearly with HR department to review instructor performance.
- Oversees GrubStreet's instructor accountability process, Access & Inclusion Guide, and other instructor-related materials, with an eye toward yearly revisions and improvements.
- Manages and evaluates GrubStreet's consultant list

Program Strategy and Leadership

Helps develop strategies for maintaining or improving the artistic, cultural, and educational quality of GrubStreet's programs. Specific responsibilities include:

- Alongside Program Team, evaluates quality and mission focus of all programming, with an emphasis on consistency, artistic growth, and Diversity, Equity, Inclusion, and Belonging.
- As needed, provides staff leadership for the Board's Education Committee.
- Contributes to the creation and evaluation of new and innovative classes and programs, responding to student and instructor needs and overall educational and cultural gaps.
- Reports on instructor demographics, evaluations, and feedback.
- Ensures curriculum and teaching are helping create a welcoming and inclusive workshop environment.
- Works with Education Director, Director of Programs, and HR department as needed to resolve any student or instructor issues which arise.

Qualifications

- Demonstrates GrubStreet's commitment to anti-racism and equity in all communications and interactions with staff, instructors, students, and community members
- 5+ years experience teaching creative writing

- Dedication to innovative workshops and collaborative approach to pedagogy
- Strong interpersonal and communication skills required – both oral and written
- Strong organizational skills required
- Passion for working with people, supporting a team, building community, and handling nuanced issues
- Detail-oriented
- Comfortable with technology (word processing, spreadsheets, web applications, etc.)
- Willingness to learn new skills, processes, reporting methods, and technologies
- Ability to work some nights and weekends if required

About the Organization

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Our programs and offices are currently operating remotely in response to the Covid-19 pandemic, but this position requires in-person work in our Boston office.

Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The

salary range for this part-time, 30 hour/week position is \$41,250-52,500, commensurate with experience.

CONTACT INFORMATION

Instructions: Please submit your resume and cover letter at this link: <https://airtable.com/shr7iOIXjJZC4Foyp>. If you have trouble or have questions, please email jobs@grubstreet.org and put “Head of Faculty” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.

Position Starts: January/February 2022

Position Status: Part Time (30 hours per week), exempt

Position Level: Manager/Senior Manager, 1-2 years’ experience preferred

Position Reports to: Education Director

Location: Boston