

JOB ANNOUNCEMENT: MANAGER, ARTS EDUCATION AND CULTURAL DIPLOMACY



NOTICE AS OF FEB 20:

Thank you for your interest in working at Step Afrika!.

Interviews for this position have begun. Applicants are welcome to apply, understanding it is likely they have missed the window for consideration.

ORGANIZATION LOCATION ABOUT STEP AFRIKA!

Step Afrika! is a Washington, D.C. based organization that preserves and promotes African American percussive dance traditions. Heavily influenced by the traditions of the African American community, Step Afrika! is an international and cultural diplomacy organization.

Step Afrika! is a unique cultural organization that promotes international and cultural diplomacy programs, and

Step Afrika!'s mission is to preserve, expand, and promote an appreciation for stepping through professional performances and to educate, motivate, and inspire young people in and out of school through arts education programs that emphasize teamwork, commitment, and discipline. Today, Step Afrika! honors that mission with a touring Company of 19 full-time artists, recognized worldwide for our engaging performances and innovative arts education programs. The Company is one of the top 10 U.S. African American dance companies and Washington, D.C.'s largest African American arts organization.

VISION FOR THE FUTURE:



Step Afrika! is on the cusp of an exciting new chapter. With a vision to expand its touring footprint, develop new artistic works, and deepen its community engagement through innovative educational initiatives, the organization is poised for significant growth. The Manager, Arts Education and Community Programs will play a pivotal role in realizing this vision by leading efforts to enhance arts education programming, foster meaningful partnerships, and engage diverse communities in Step Afrika!'s mission.

Step Afrika! is committed to fostering professional growth and offers opportunities for staff to take on leadership roles, participate in professional development, and contribute to strategic organizational initiatives.

PRESS AND 30TH ANNIVERSARY TIMELINE:

To learn more about Step Afrika!'s recent activities, impact, and 30th anniversary celebrations, please visit our [Press Page](#) and [30th Anniversary Timeline](#).

JOB SUMMARY:

The Manager of Arts Education and Community Programs is responsible for planning, executing, and managing all arts education and community engagement initiatives. This includes developing and implementing curricula, overseeing program execution, and cultivating partnerships with schools, community organizations, and government agencies. The Manager will also recruit and train teaching artists and ensure that Step Afrika!'s programs maintain high artistic and educational standards.

The Manager reports directly to the Executive Producer and works closely with Step Afrika!'s Executive Director, Artistic Director, and Development Director. This role serves as a key advocate and ambassador for Step Afrika!'s arts education and community programs.

KEY RESPONSIBILITIES:

- Program Development and Management: Design, implement, and oversee arts education programs, including school residencies, workshops, master classes, and our award-winning summer camp (i.e. Summer Steps), ensuring alignment with Step Afrika!'s mission and educational goals.



- Curriculum Design: Develop comprehensive curricula and educational materials that incorporate the history and techniques of stepping, ensuring programs meet local public and charter school standards.
- Partnership Building: Cultivate and maintain strong partnerships with schools, community organizations, and government agencies to expand the reach and impact of Step Afrika!'s programs.
- Teaching Artist Recruitment and Supervision: Recruit, train, and manage a team of teaching artists, providing ongoing support and feedback to ensure high-quality instruction.
- Program Implementation: Coordinate logistics for program delivery, including scheduling, site visits, and culminating events. Ensure timely and efficient execution of all programs.
- Evaluation and Reporting: Develop and implement evaluation tools to assess program effectiveness. Compile and submit reports to funders and stakeholders and contribute to the organization's annual report.
- Budget Management: Manage program budgets, track expenses, and collaborate with the Development Director on grant proposals and reporting.
- Community Outreach: Lead community engagement efforts, representing Step Afrika! at events, conferences, and forums to advocate for the arts and promote the organization's programs.

QUALIFICATIONS:

- Bachelor's degree in arts administration, education, or a related field (required), master's degree preferred.
- Strong understanding of arts education, community engagement, and the role of arts in youth development.
- Familiarity with stepping as a dance form is highly desirable.
- Proven experience in program management, curriculum development, and staff supervision.
- Excellent communication, organizational, and time management skills.
- Ability to build and maintain partnerships with diverse stakeholders, including educators, artists, and community leaders.
- Strong budgeting and financial management skills.
- Proficiency in Microsoft Office Suite and Google Workspace.

- Knowledge of the Washington, D.C. community and local schools is preferred.
- Availability to work flexible hours, including evenings and weekends, as needed.



Step Afrika! values a collaborative and inclusive workplace that encourages innovation, creativity, and a shared commitment to promoting arts education. We are deeply committed to fostering an environment where diversity, equity, and inclusion are central to our culture and work. We actively seek candidates who share these values and bring a diverse range of experiences and perspectives to our team.

SALARY:

The salary range for the Manager, Arts Education and Community Programs is **\$75,000 - \$85,000**, commensurate with experience. Step Afrika! offers a competitive benefits package, including a 403(b) retirement plan with matching after one year of service, medical, dental, vision, and life insurance, and paid time off, including 15 vacation days, 11 federal holidays, and 5 personal/sick days annually.

HOW TO APPLY:

To apply for the Manager, Arts Education and Community Programs position, please submit a cover letter, resume, and three (3) professional references as one (1) PDF document via email to mcunningham@stepafrika.org. Please include "Manager, Arts Education and Community Programs" in the subject line.