

Pop Culture Classroom, a Denver-based literacy & arts nonprofit, is seeking a Director of Education to lead and grow our innovative educational programs. The Director of Education is a key member of the organization's Leadership Team and plays a critical role in fostering a collaborative and supportive organizational culture. We seek an energetic, organized and creative individual who can help us maintain, improve and expand our diverse curricular and programmatic offerings. If you have a strong background in education and program administration and you believe in the transformative power of pop culture, we encourage you to apply.

### Duties & Responsibilities

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- Establish and implement programming goals, including, but not limited to:
  - improving the efficacy and usage of PCC's premier curricular products: *Storytelling Through Comics* and *Game On!*
  - developing PCC's onsite classroom in Denver's Valverde neighborhood as a thriving center for pop culture education
  - implementing rigorous program evaluation to demonstrate program effectiveness and maintain PCC's internal ethic of continuous improvement
- Create, review, revise and update Classroom programming and curriculum in conjunction with Executive Director and Educational Team
- Develop educational programming for Denver Comic Con in conjunction with DCC Staff and Educational Team
- Ensure programmatic and curricular offerings follow mission
- Oversee development of necessary content for curricular products
- Develop new relevant organizational networks and maintain existing relationships
- Oversee related Educational Team hiring
- Supervise Educational Team employees, interns and volunteers
- Ensure proper training and oversight for direct reports
- Oversee all aspects of programmatic evaluation and reporting; ensure evaluation methods align with best practices
- Design and manage annual budget
- Work with Marketing Team to promote Classroom programming goals
- Stay abreast of current graphic literature and pop culture media as relevant to job
- Periodic travel to attend and present at local, regional and national conferences
- Other duties as assigned

### Position Qualifications

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Knowledge/Skills:

- Masters degree in Education
- 5+ years of teaching experience (preferably in K-12)
- Experience with developing, implementing, evaluating, and refining educational programming, preferably both formal and informal
- Experience with utilization of pop culture as an educational tool
- Experienced in philosophical and practical educational research, with an ability to implement findings in curricular projects
- 2 years experience managing teams of employees and/or volunteers
- Aware of current best practice in educational systems
- Ability to manage complex curricular development
- Existing networks in education and/or nonprofit sectors
- Familiar with state and national curricular education standards
- Familiar with contemporary pop culture
- Excellent planning and organizational skills, excellent verbal and written communications skills, excellent interpersonal skills, detail oriented, skilled with Microsoft Office software, and a variety of teaching techniques.
- Able to work in an office environment with periodic travel to professional conferences

This is a full-time (40 hr/wk) position based at the PCC offices. A flexible schedule is necessary, especially during the time leading up to and during the Denver Comic Con (June 2018) when additional hours of work will be necessary. Annual salary is \$ 70,000. PCC also provides a flexible spending benefit and a generous vacation policy.

**To apply:** Send resume, cover letter and contact information for three professional references *assembled in a single PDF file* and sent by email to [hire@popcultureclassroom.org](mailto:hire@popcultureclassroom.org) AND by postal mail to Pop Culture Classroom Attn: Hiring Manager, 2760 West 5<sup>th</sup> Ave., Denver, CO, 80204. **Applications must be received by Wednesday, February 14, 2018.**

Pop Culture Classroom is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.