



Job Title: Program Director

Organization: Rainey Institute

Location: Cleveland, OH (Hough Campus & Pivot Center Campus)

Reports To: Executive Director

Position Type: Full-Time, Exempt

Salary Range: \$75,000 - \$80,000

Benefits: Full health, vision, and dental benefits, and retirement support; 6 weeks of PTO (includes last two weeks of the year), 13 paid holidays, fall break the week of Thanksgiving; Professional development support available, as appropriate to position.

Schedule: Ability to work remotely two days per week when not in conflict with staff meetings, engagements and events (after 120 day probationary period).

About the Rainey Institute

Founded in 1904, the mission of the Rainey Institute is to develop positive growth for Greater Cleveland's youth through education and engagement in the visual and performing arts. Our vision is that the arts change lives by enabling youth to imagine and create a future in which they are positive contributing citizens. We are a historic arts organization, with a stellar tenure of serving youth, seeking to expand and enhance our program team with a creative and engaging leader committed to our mission.

Job Summary

The **Program Director** provides strategic leadership, program development, and creative direction for all youth arts programming at the Rainey Institute. This role is responsible for ensuring the highest quality, developmental appropriateness, consistency, and seamless execution of out-of-school time programs across five core disciplines: **music, dance, drama, visual arts, and culinary arts**. Reporting directly to the Executive Director, the Program Director serves as a key member of the leadership team, working collaboratively to support fund development, cultivate community relationships, and ensure a safe, nurturing environment where Greater Cleveland's youth can build confidence through artistic expression.

Key Responsibilities

Program Leadership & Quality Assurance

- **Establish a safe environment** for students using principles of child development, including social and emotional learning strategies, to manage classroom environments and empower student growth.

- **Encourage positive student behavior and progress**, ensuring adherence to the Rainey Norms.
- **Provide comprehensive oversight** of the development, implementation, and evaluation of all out of school time (OST) arts programs.
- **Lead the planning, organization, execution, and evaluation** of special events that occur through the programs, including performances, exhibits, field trips, open houses, orientations, and other experiences that promote deep learning and exploration.
- **Ensure instructional quality** and thematic consistency across music, dance, drama, visual arts, and culinary arts curriculums.
- **Enable inter-disciplinary collaborations**, to elevate the quality of programming.
- **Experience as a performing or visual artist a plus**, with established connections, exhibition, or performance portfolios.
- **Establish performance metrics** and evaluation tools to measure student progress, program efficacy, and positive youth development outcomes, based upon State of Ohio Department of Education & Workforce Development Fine Arts Standards.
- **Oversee the recruitment, hiring, training, and management of** a diverse team of program managers, teaching artists, and assistants.
- **Certification, training, or experience** in Primary/Secondary Education, Fine Arts, or Child Psychology with art therapy experience.
- **Experience in a leadership or administrative role** within the nonprofit sector, and a proven record of quality program execution.

Fund Development & Strategic Partnerships

- **Partner with the Development Team** to support fundraising initiatives and corporate partnerships that elevate the profile of Rainey.
- **Create and track** quantitative metrics, student success narratives, and program data for proposals and funder reports.
- **Represent the organization** at community events, professional panels, and funder presentations to elevate the institute's profile.

Qualifications & Requirements

- **Education:** Bachelor's degree in the visual or performing arts, arts administration, Education, child psychology with art therapy experience, or a related field; master's degree preferred.
- **Experience:** Minimum of 7 years of leadership experience in **youth development or arts programming**.
- Savvy with Microsoft 365 or Google Suite; ability to learn latest information systems.
- Well-versed and keenly aware of the **State of Ohio Department of Education & Workforce Development Fine Arts Standards** and model curriculum.
- **Discipline Knowledge:** Demonstrated familiarity with managing multi-disciplinary arts programming (music, dance, drama/theater, visual art, or culinary).
- **Leadership Skills:** Proven history of managing instructional or program staff, building cohesive teams, and fostering collaborative workplace cultures.
- **Community Focus:** Strong cultural competence and experience working directly with urban youth and diverse community stakeholders.
- **Communication:** Exceptional verbal, written, and presentation skills to effectively interface with families, staff, board members, and donors.
- **Respectful, kind and considerate** when engaging with students, families and staff.

PHYSICAL REQUIREMENTS

- Ability to sit/stand for extended periods and work at a computer station.
- Ability to see, read, and interpret documents, both on paper and on a screen.
- Ability to hear and speak clearly to communicate effectively.
- Ability to understand, remember, and follow written and verbal instructions.
- Occasional lifting of lightweight office supplies or materials (up to 10 lbs.).

TRAVEL REQUIRED

- Occasional travel required to meetings, workshops, events, and sites.

How to Apply

Interested applicants should submit a tailored cover letter, a professional resume/CV, a list of three professional references, and a link to any electronic portfolio to Human Resources via email at humanresources@raineyinstitute.org. Please include "*Program Director Applicant – YOUR NAME*" in the subject line.

The deadline to apply is August 22, 2026.