ARTS SCHOOLS NETWORK (ASN)

Position Title: Managing Director
Location: Remote
Reports To: Board of Directors (via the ASN Executive Committee)
Position Open: November 3, 2026
Position Closes: November 21, 2026

POSITION OVERVIEW

The Arts Schools Network (ASN) seeks an innovative, detail-driven, and globally minded arts education leader to serve as Managing Director. This position serves as the organization's operational and strategic anchor—ensuring that the Board's vision is realized through strong communication, efficient systems, and vibrant programs that connect ASN's international network of arts leaders and schools.
The ideal candidate will bring a global arts vision, excellent organizational, and fiscal management skills, and the ability to build authentic relationships across education and the creative industries. This position is fully remote, with occasional travel for conferences, retreats, and board meetings.

PRIMARY RESPONSIBILITIES

Leadership and Governance

- Collaborate with the Board Chair and Executive Committee to prepare agendas and materials for monthly meetings.
- Coordinate with Committee Chairs to advance the Strategic Plan through consistent goal tracking, updates, and adaptations.
- Facilitate communication between leadership groups, including the Leadership Circle and Leadership League.
- Maintain current records of leadership participation and committee activity.
- Prepare and distribute monthly reports, updates, and fiscal summaries.

Program and Event Management

- Oversee the planning and execution of ASN's Annual Conference with consultant based Conference Manager, Summer Leadership Retreat, and E-Learning/Webinar Series.
- Collaborate with the Conference Manager and Membership Manager, a part time position, to ensure successful year-round programming.
- Manage conference timelines, sponsor relations, budgets, and communications with hosts and venues.
- Develop and implement virtual learning opportunities, from identifying topics and presenters to managing registration, promotion, and evaluation.

Fiscal Oversight

- Reconcile all revenues and expenses monthly and provide reports and documentation to the Treasurer and consultant Finance Specialist.
- Work with the Treasurer and Finance Team to develop and monitor the annual budget.

- Support grant applications, sponsorships, and strategic partnerships to diversify funding streams.

Membership and Partnerships

- Support the Membership Manager in recruitment, renewals, and engagement strategies.
- Strengthen relationships with member schools, higher education partners, and professional organizations.
- Develop and maintain memoranda of understanding (MOUs) with strategic partners.
- Manage the Acceptd platform for Exemplary School and Awards applications, including setup, review processes, and communications.

Marketing and Communications

- Oversee all communications, including website updates, Constant Contact e-blasts, and social media (Facebook, Twitter/X, Instagram, LinkedIn) with support from staff consultants.
- Coordinate the design and production of printed and digital materials (conference postcards, membership mailers, etc.).
- Maintain and refresh ASN's public image across platforms, ensuring consistent branding and clear messaging.
- Collaborate with designers, printers, and digital partners as needed.

Administrative Operations

- Schedule and host Zoom meetings for the Executive Committee, board, and committees.
- Maintain ASN's master calendar and project timelines.
- Serve as the primary point of contact for external inquiries, partnerships, and job postings.
- Manage and update ASN's digital infrastructure, including website content and membership databases.
- Manage organization snail mail and bank deposits on a regular basis.

QUALIFICATIONS

- Demonstrated leadership experience in arts education, arts administration, or nonprofit management.
- Strong organizational, communication, and fiscal management skills.
- Ability to plan and execute large-scale events, manage budgets, and oversee staff and/or contractors.
- Experience with digital communication tools (Zoom, Constant Contact, Acceptd, MemberClicks, website, etc.).
- Familiarity with marketing, public relations, and membership engagement strategies.
- Proven commitment to diversity, equity, inclusion, and global arts collaboration.
- Bachelor's degree required; advanced degree preferred.

ATTRIBUTES OF THE IDEAL CANDIDATE

- Visionary yet grounded—able to translate big ideas into actionable steps.
- Collaborative relationship-builder who thrives in virtual work environments.
- Exceptional communicator who balances diplomacy with decisiveness.
- Detail-oriented project manager who can juggle multiple timelines.
- Deep appreciation for the arts as a catalyst for learning and community impact.

APPLICATION PROCESS

Interested candidates should submit:

1. A letter of interest detailing relevant experience and leadership philosophy
2. A current résumé
3. Three current professional references

Send materials electronically to Dr. Anthony McWright
anthony_McWright@dpsk12.net.

Application Window: November 3–21, 2026

Anticipated Start: January 5, 2026

ABOUT ARTS SCHOOLS NETWORK

Arts Schools Network (ASN) is a national and international organization dedicated to supporting, connecting, and celebrating leaders and institutions committed to excellence in arts education. Through conferences, professional development, research, and recognition programs, ASN cultivates innovation, collaboration, and equity across the global arts education landscape. (www.artsschoolsnetwork.org)