

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

**OPPORTUNITY:**        **Director of Education Technology & Information Systems**  
**LOCATION:**            **Idyllwild, CA**  
**REPORTS TO:**        Chief Operating Officer  
**STATUS:**             Full-Time Exempt  
**SUPERVISES:**        IT Staff

### **POSITION OVERVIEW**

Idyllwild Arts Foundation (IAF) seeks a dynamic and forward thinking candidate for the position of Director of Education Technology & Information Systems (Director). As the leader in the development of innovative technologies that support teaching, learning, student life and administrative operations, the Director will possess in-depth technical expertise and with the support of the Chief Operating Officer, will provide strategic leadership, planning, and management to all areas of information technology. The Director will develop and oversee campus-wide technology policies, procedures, services and facilities. The Director will work collaboratively with academic leadership to develop effective strategies for integrating technology into the curriculum. Qualified candidates will have a passion for technology and education, and proven leadership, management, and decision making skills. The successful candidate will be a hands-on manager and will have the ability to develop and lead strategic and operational initiatives; will have proven supervisory and staff development skills; and will possess exceptional communication and customer service skills. College degree in related field and a minimum of 5 years of technology management experience required. Experience in an educational setting, as well as experience with Blackbaud K-12 preferred.

IAF seeks to be a leader in 21<sup>st</sup> century technology in education and the Director will bring that vision to fruition.

### **RESPONSIBILITIES**

- Working with the school's academic and administrative leadership, provide strategic planning and strong collaborative leadership to set the direction and implement information technologies to support the school's mission.
- Oversee all information technology resources including personnel, budgets, network infrastructure, academic and administrative systems, and phone/cell phone services.
- Manage 2 full time staff and supervise technology services and facilities including computer labs.
- Support the Chief Operating officer in creating and administering the technology operating and capital budgets.
- Provide and maintain a high quality technology support environment for all faculty, staff, and students.
- Work with the academic leadership to develop ways and strategies to effectively integrate technology into the curriculum.
- Establish and enforce information technology standards, procedures, and policies.
- Hold regular departmental meetings to review strategic goals and initiatives, promote team building and work to provide professional growth paths for staff.
- Establish school infrastructure to support and guide divisions and departments in computing and information technology efforts.
- Identify emerging information technologies to be assimilated, integrated, and introduced within the school infrastructure.

- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Assess new computing technologies and the feasibility of system enhancements to determine potential value for the school.
- Supervise the ordering, acquisition, inventorying, and disposition of hardware and software.

## **REQUIREMENTS**

**EDUCATION** - Bachelor's degree Bachelor's degree in IT, education or related field required, Master's degree preferred.

## **LEADERSHIP QUALITIES**

- Ability to articulate a vision for information technology in an educational environment and to develop strategic and operational IT plans to achieve that vision in collaboration with key users and the academic and administrative leadership.
- Demonstrated ability to build a strong IT team and effective partnerships with end users as the result of effective communication and interpersonal skills.
- High commitment to quality, customer-oriented services and enjoys working in a fast-paced, high-standards organization.
- Excellent oral and written communication skills.
- Excellent customer service skills, pleasant and outgoing personality essential.
- Excellent analytical and problem-solving skills.

## **PREFERRED QUALIFICATIONS**

- Minimum five years of significant Information Technology (IT) leadership experience and proven success in managing information technology resources and services, preferably in an educational environment.

## **PHYSICAL DEMANDS/WORK ENVIRONMENTS**

While Performing The Duties Of This Position An Incumbent May Be Required To:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Reach with the hands, arms, and use of hands to finger, type, and manipulate a computer keyboard and mouse.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person.
- Occasionally, incumbent may be required to lift up to 45 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop, conduct tours and show visitors campus facilities.
- Work hours vary and may include days, nights, and weekends.

## **OTHER REQUIREMENTS**

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months. Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

*Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.*

**Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.**

**Deadline for submittal November 23, 2018**

Email to: [employment@idyllwildarts.org](mailto:employment@idyllwildarts.org)

*Idyllwild Arts is an Equal Opportunity Employer*