



NCAS Standards Review Project Manager Job Description

Role Summary

The Project Manager (PM) serves as the central coordinator for the full National Arts Standards Review process across Dance, Media Arts, Music, Theatre, and Visual Arts. The PM oversees a complex, multi-year workflow; manages deadlines, communication, and documentation; and ensures the standards revision proceeds within the NCAS-approved processes. This role requires exceptional organizational leadership and the ability to synchronize the work of the Discipline Leads, NCAS Council, and review committees.

Core Responsibilities

- Develop, maintain, and monitor the comprehensive three-year project timeline, sequencing work and deliverables across all phases and disciplines.
Serve as the central point of communication among NCAS Council, Discipline Leads, writers, reviewers, and subcommittees.
- Oversee document workflow, version control, archives of drafts, public comment summaries, revision logs, and cross-disciplinary alignment notes.
Coordinate logistics for all meetings, including virtual convenings, in-person work sessions, project goal reviews, and external partner feedback processes.
Support strategic communication efforts, including process announcements, press releases, public comment invitations, and transparency tools for the NCAS website.
- Ensure adherence to governance procedures, confidentiality agreements, and equity-focused review practices.
- Provide monthly written progress updates to the NCAS Council, highlighting achievements, risks, and timeline needs.
- Collaborate closely with the Discipline Leads to synthesize feedback from committees, external partners, and public comment.
- Support preparation of all materials for NCAS Council and Governance approvals.
- Coordinate the final publication, website update, launch webinar, and dissemination of the revised standards at the end of the project.

Required Qualifications

- Demonstrated experience managing multi-year, multi-stakeholder education or arts-based projects.
- Strong organizational and documentation skills with proven success in workflow management and version control.
- Excellent communication skills across multiple stakeholder groups, including educators, administrators, organizational leaders, and public audiences.
- Experience synthesizing qualitative feedback and supporting collaborative decision-making.
- Familiarity with K–12 arts education, curriculum design, or standards-based work.

Preferred Qualifications

- Prior involvement in standards development, curriculum frameworks, or national education initiatives.
- Familiarity with project management tools (e.g., Asana, Monday, Airtable, etc.).
- Experience working with arts educators or national arts education organizations.
- Familiarity with grant-funded project administration and reporting.

Compensation & Commitment

- Compensation: \$45,000 total, distributed over the three-year project period.
 - Year 1: \$10,000 / Year 2: \$15,000 / Year 3: \$20,000
 - Year 1: Survey data review, personnel recruitment, evaluation, selection, and contracting
 - Year 2: Standards review and revision
 - Year 3: Feedback, revision, final publication
- Expected Time Commitment: A full three-year engagement, aligned with the complete standards revision cycle from initiation through drafting, review, approval, and publication.
 - This includes monthly meetings with NCAS Council, bi-weekly meetings with NCAS Governance, and weekly meetings with Discipline Leads, and preparation time for these meetings (anticipated to be 20 hours per month)

