

CPS ARTS LIAISONS

ROLE OVERVIEW

In every CPS school, an on-site **Arts Liaison** serves as an arts leader and advocate who:

- serves as the primary point of communication between their school, the Department of Arts Education, Ingenuity, and arts partners
- works to ensure that students, educators, and administrators have access to important arts-related information across all disciplines (visual art, music, theatre, dance, and media arts)
- seeks actionable ways to expand and improve arts education and programming in their school and in the broader community

Arts Liaisons are nominated for the position by their school principals every school year.

What are the benefits of being an Arts Liaison?

Liaisons receive free yearly leadership development training to help them:

- Hone grantwriting and negotiation skills to secure more arts funding
- Forge connections with community arts organizations and develop lasting partnerships
- Better advocate for the arts at a school and district level

Liaisons are also eligible to win prizes and arts supply vouchers at Leadership Sessions and Summits.

PRIMARY RESPONSIBILITIES

- Serve as the key on-site arts contact for school community members (including but not limited to administration, colleagues, students, and families), the Department of Arts Education, arts organizations, and community partners
- Collaborate with school leadership on developing sustainable arts programming
- Grow leadership and advocacy skills at after-school Arts Liaison Leadership Development Sessions (4 sessions per year; 2 hours per session; clock hours offered)
- Make arts partnership connections at after-school arts partner Summits (2 Summits per year; 3 hours per session; clock hours offered)
- Communicate and coordinate arts opportunities and resources to students, educators, and administrators in their school, including:
 - Arts programming within and beyond the school
 - Arts-related professional learning
 - Grants and other funding
 - Arts curriculum, instruction, and assessment resources
- Plan annual Arts Essentials spending with administrators and colleagues
- Gather and verify school arts data for the annual Creative Schools Survey

ADDITIONAL RESPONSIBILITIES (VOLUNTARY BASIS)

- With Department of Arts Education staff, co-plan and co-facilitate Arts Liaison sessions
- Propose sessions for the annual CPS Arts Education Conference
- Convene as-needed Arts Liaison meetings in your network to discuss and problem-solve arts issues and/or co-plan network-wide events

QUALIFICATIONS

- Full-time or part-time arts teacher (*preferred but not mandatory*)
- Excellent in-person and digital communication skills
- Excellent organizational and time-management skills
- Strong interest in advocating for the arts at a school, community and/or district level
- Strong interest in growing professional leadership skills
- Some experience with group facilitation and/or leadership a plus
- Presentation and public speaking skills a plus

TO BECOME AN ARTS LIAISON

In order to become an Arts Liaison, your principal needs to nominate you. Arts Liaisons must be (re)nominated every school year.

If you are not currently the Arts Liaison for your school and you wish to be nominated, please meet with your principal to discuss the role expectations. He or she should then complete the Liaison nomination form: bit.ly/ArtsLiaisonNomination