Senior Director of Academic Programming

Role summary

Trilith Institute is hiring a Senior Director of Academic Programming. This person will lead the Trilith Institute's Professional Education and K-12 academic strategy and oversee program delivery while working cross-functionally with Trilith Institute's Original Content team. This person will report to the Chief Operations Officer and serve as a member of Trilith Institute's leadership team. The position is hybrid, requiring, at minimum, two days/week on-site work at Trilith Studios in Fayetteville, Georgia, and occasional evening/weekend work during course delivery. The Senior Director of Academic Programming is ultimately responsible for program development, curriculum quality, student experience, instructor excellence, academic operations, and budgets for three major programs: TI Professional Education, TI K-12 Programming, and an upcoming innovative program involving partnerships with higher education institutions.

Responsibilities

- Oversee academic strategy and governance, ensuring all educational programs align with and support the Trilith Institute's mission and strategic goals
- Develop and execute the Professional Education programs for independent learners as well as offerings for potential university partners.
- With the Director of K-12 Academics, support all K-12 initiatives including the Script to Screen summer camp, field trip and educator professional development offerings, and youth workshop programming.
- Launch and manage other innovative programs, designed for students to have an immersive experience on-site at Trilith Studios
- Uphold policies on intellectual property, on-set safety, minors on set, and, where applicable, Title IX referral pathways
- Oversee academic scheduling, rooming, equipment allocations, permits, insurance coordination, and set logistics with production operations
- Create and manage all educational program budgets
- Help create and maintain culture of craft excellence and safety
- Track student and instructor experience, including course completion rates, overall success metrics, and other variables

Required Qualifications

- 8–12+ years leading academic or experiential programs in higher education or professional education
- Working knowledge of online LMS platforms
- Master's degree
- Experience with accreditation/quality assurance, assessment design, student record management, and admission processes

- Strong leadership and people management skills; an ability to work well with instructors, staff, and external academic partners
- Experience in curriculum development that translates to employable skills in creative industries
- Experience with budget creation and management
- Commitment to safety and inclusivity

Preferred Qualifications
- Terminal degree
- Working knowledge of the film & entertainment industry
- 2+ years teaching experience (K-12 or adult education)

Required Materials
- Cover Letter
- Resume