



Program Manager: Museum Connections

About the Organization:

For 41 years ArtsConnection has been New York City's most comprehensive arts education organization with programs in the performing, visual and media arts. The organization has provided innovative arts programming to millions of students in the NYC public school system, enhancing their intellectual, social and emotional growth, while developing groundbreaking educational models. Each year, ArtsConnection partners with over 120 schools across all five boroughs, reaching students in grades pre-K-12, through programs taught by a culturally diverse faculty of professional artists in media, theater, dance, visual art and music. During the out-of-school hours, ArtsConnection's programs link NYC's vast cultural resources to the developmental and educational needs of teenagers.

About the Position: The Program Manager will be responsible for developing and administering *Museum Connections*, a new program that will link SNAP recipients and their families with museums city-wide. ***The desired applicant should have a keen interest in developing new audiences for the arts.***

Working under the supervision of ArtsConnection's Director of Teen Programs, the Program Manager is responsible for:

- Working with HRA and other agencies and CBO's that have direct contact with SNAP recipients to help develop strategies to market the program and identify program participants
- Conceive and develop marketing materials for use by HRA and other agencies and CBO's, and ArtsConnection
- Identifying and reaching out to NYC museums for participation in this program
- Creating focus groups to gauge best practices for the program
- Designing and implementing program structure and methodologies
- Budget management
- Working with museums to orient staff about the program and to design appropriate educational activities to meet the needs of program participants
- Working with museums to establish ways to document the number of people taking advantage of the program
- Working with the ArtsConnection Development and Fiscal departments to ensure that reports and payroll are completed as needed and on time
- Serving as the chief spokesperson for the program

The ideal candidate possesses the following experience, skills and characteristics:

- Excellent problem solving skills; detail-oriented
- Bachelor's degree or equivalent education and experience
- Experience within the social service, and/or museum world (preferably both)
- Experience managing/marketing a new program
- Excellent oral and written communication skills
- Experience in facilitating and sustaining partnerships

- Excellent leadership skills
- Experience developing marketing materials and publicizing programs

DEADLINE for applications: Tuesday, October 29, 2019

Annual salary: commensurate with experience

Cover letter and resume only to:

Email: jobquery@artsconnection.org

Subject line: Museum Connections

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

No calls please.