



Program Manager

Full-time (partially remote)

About the Organization:

For over 40 years ArtsConnection (AC) has been one of New York City's most comprehensive arts education organizations with programs in the performing, visual and media arts. We provide arts education that taps into students' individuality and creativity to help them forge new pathways to navigate their education and future, while building critical thinking, creative problem solving, heightened self-esteem, literacy and strong communicative abilities. Programs are led by 130 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with 100 NYC public schools (grades pre-K through 12) across the five boroughs, providing artist residencies, professional development for teachers and artists, and family arts events. Out-of-school-time (OST) Teen Programs link the city's cultural resources to the developmental and educational needs of teens, while providing space for artistic expression, experiential learning, career and leadership development. Our work, while rooted in New York City, has been an award-winning and sought-after model on a national scale.

We are intentionally building a path towards equity by:

- Using the arts as a platform to imagine an alternative future
- Integrating the processes developed by the organization-wide Community Care and Diversity, Equity, Inclusion, and Access Committee and understanding that we all have a place in this work
- Identifying and uplifting the assets that exist within our community of young people, artists, educators and arts leaders/administrators
- Transforming policies, procedures, practices and programs (i.e. shifting our artist and staff hiring processes to be more equitable)

About the position:

Program Managers are facilitators of learning and logistics in ArtsConnection's programs in specific schools. Strong communication and multi-tasking skills are required to facilitate understanding of educational and artistic goals and objectives among teachers, artists, school administrators, school coordinators and parents. Additional responsibilities include: design, plan and document programs; collaboratively plan and lead Professional Development for Teaching Artists and classroom teachers; statistical reporting; supervision of teaching artists and assistants; and payroll management.

Specific duties include:

- Communicate with schools to create, plan and implement programs
- Facilitate planning and reflection meetings among teachers and artists
- Create budgets and manage payroll for in-school programs
- Prepare artist, school, and student/parent correspondence
- Supervise teaching artists' work in schools and participate in on-going selection, training and evaluation of teaching artists

- Collaboratively plan and lead Professional Development for teaching artists and classroom teachers
- Schedule and supervise site coordinators/group leaders
- Schedule and facilitate student performances, family events and other program related activities at schools
- Observe and participate in ArtsConnection's approaches to investigate the nature of teaching and learning in and through the arts
- Help staff achieve mandatory outcomes including data collection, input and reporting
- Other duties as assigned

Qualifications: At least 2 years professional and supervisory experience managing programs with schools, working directly with children and working in the arts. Understanding of educational issues; ability to manage and complete multiple administrative tasks; excellent personal, e-mail, and phone communication skills; problem solving skills and ability to work well under pressure essential; detail-oriented; bilingual Spanish a plus; computer proficiency a must. NYC Department of Education Fingerprint Clearance required.

DEADLINE for applications: Monday September 26th, 2022

Annual salary: \$51,500, with benefits

Hours: 9 am – 5 pm, or 10am – 6 pm (depending on scheduling), with some early mornings, evenings and weekends

In-person office attendance required, minimum 1 day per week-Tuesdays (pending any external extenuating circumstances). Must travel for in-person engagements at schools as needed. Benefits included

Send letter and resume only to: Email: jobquery@artsconnection.org

Subject line: Program Manager

All ArtsConnection employees must show proof of vaccination unless they have been granted reasonable accommodations for religious or medical reasons. This request must be met by date of hire.

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.