



## **Program Coordinator-Governors Island Project**

Part-Time Temporary Position Available

April-October 2023

### **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 140 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.

### **About the Position:**

ArtsConnection is pleased to have been selected as one of the Organizations in Residency on Governors Island. This position will support public programming, events, and artist residencies that will occur in our assigned house. The successful candidate will be able to successfully navigate an artist application process and event logistics and scheduling. Under the supervision of the Director of Teen Programs and Community Engagement, with support from the Director of Professional Learning, specific duties include coordinating, collecting, maintaining and communicating important details in the following areas:

- Artist Application process
- Prepping the space for use by artists and for public events
- Ensuring respectful use of the space by all staff and artists
- Representing ArtsConnection to the public and sharing information on all of our programs
- Provide hands-on support to teaching artists and staff when needed
- Facilitate logistics for on-site events
- Support documentation of all activities in the space

**Salary:** \$24 per hour (In-Person, Saturdays and Sundays 11 am – 5 pm)

In accordance with our NYC Department of Education vendor contract,  
all ArtsConnection employees must be fingerprinted

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.

Resume and Cover letter to: [JobQuery@artsconnection.org](mailto:JobQuery@artsconnection.org)

Subject line: Governors Island Coordinator

Deadline to apply: Monday March 23rd, 9 am