



Exhibitions Manager, Teen Programs

Full-Time

About the Organization:

For over 45 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 in their education while building critical thinking, creative problem solving, heightened self-esteem, literacy, and strong communication abilities. Programs are led by over 100 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with over 80 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 under a *Liberated Learning Environment* Framework, encouraging student autonomy through the artistic process. 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, activating ArtsConnection's Curricular Framework.
- 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:

Reporting to the Director of Teen Programs, the Exhibitions Manager, Teen Programs actively oversees specific out-of-school programs and initiatives for teen audiences with a focus on exhibitions. This person will contribute to collective efforts to promote and recruit participants for programs, manage all administration, budgets, and documentation for their assigned programs and projects, and evaluate, support, and supervise teaching artists.

Responsibilities:

- Manage specific programs including the program planning, evaluation, and supervision of teaching artists. i.e. Student Art Program and Teens Curate Teens programs in alignment with

departmental and organizational goals; supervise project/program specific alumni coordinators, apprentices, and interns, including training and modeling best practices, assigning and reviewing their work, and ensuring their payments are processed in a timely manner

- Collaboration with corporate partners for hosting of exhibitions, including coordination of logistics; research and cultivation of new corporate partners; planning and management of events/ receptions at exhibition host locations
- Direct oversight and management of artwork collection, framing, installation, and deinstallation; oversight of the work of hourly art installers
- Work in collaboration with teen programs team to identify, schedule, plan and implement general outreach for teen programs
- Other duties as assigned by supervisor and/or executive leadership

Qualifications:

- 2 or more years of experience managing programs, ideally in the arts, for teen audiences from an urban environment
- Experience with planning, curating, and installing exhibitions of artwork by young artists, exhibitions in corporate/ public spaces preferred
- Experience with databases/ systems for organization of artwork, knowledge of Airtable a plus
- Excellent and consistent attention to detail, previous experience with administrative work including budgets, databases, and timelines/ workplans
- Ability to work both independently and collaboratively, both internally with ArtsConnection staff and externally with others, ability to proactively cultivate external relationships
- Ongoing commitment to strengthening practice through feedback, professional development, inquiry, and collaboration
- Ability to manage multiple projects/priorities, while consistently meeting deadlines
- Ability to work in alignment with ArtsConnection's Equity, Diversity, Inclusion, and Access Values: <https://artsconnection.org/diversity-equity-inclusion-values/>

DEADLINE for applications: 09/30/2024

Annual salary: \$55,000 - \$60,000

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

In-person office attendance is required at a minimum of 2 days per week, Wednesdays are standard in-office days for the Teen Programs team. Must travel for in-person work at exhibition locations within NYC.

After 60 days of full-time employment, ArtsConnection employees are eligible for elective benefits including medical (Oxford/ United HealthCard), dental, vision, life, and disability insurances. All employees are eligible to contribute to a 401k retirement plan, as well as elective supplemental

insurance products and Flexible Spending and transit withholding. Employees receive 10 paid vacation days in their first year, as well as 13 paid holidays, 3 personal days, and sick leave.

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

Subject line: Exhibitions Manager, Teen Programs

No calls please.

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.