



Teen Programs Apprentice (In Person, Part-time Temporary)

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 70 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 our *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 Teen Programs Apprentice provides administrative and outreach/ marketing support for our programs, including Culture Connected, which links families and young people with the rich cultural offerings of our city. This person will update website content, prepare digital and physical materials for recruitment/ outreach efforts, and represent ArtsConnection during community events to engage with the public and raise awareness for programs and opportunities.

Responsibilities:

- Use publicly available data to update maps for tracking of key populations for Culture Connected outreach, assist with recommendations for program improvements to further program goals
- Update and maintain activities and events listed on Culture Connected website via backend of Squarespace, ensuring all information is current and accurate, add new data and content to the website, following established guidelines and protocols
- Assist with occasional marketing campaigns, including digital marketing efforts such as newsletters and social media posts
- Work in collaboration with teen programs team to identify, schedule, plan and implement general outreach for teen programs, provide support during outreach events to engage community members effectively
- Collaborate with alumni coordinators and other team members to expand outreach efforts and community engagement
- Other duties as assigned by supervisor and/or executive leadership

Qualifications and Key Skills:

- Excellent and consistent attention to detail, previous experience with administrative work is preferred
- Experience with marketing/outreach, previous experience with website management using Squarespace a plus, previous experience with graphic design using Canva also a plus
- Ability to work both independently and collaboratively, both internally with ArtsConnection staff and externally with others
- Ability to represent ArtsConnection, our mission, and our values with a diverse range of stakeholders, strong communication skills for effective written, verbal, and in-person interactions
- Ability to think creatively and adaptively to overcome challenges and find innovative solutions to improve program outreach and engagement
- Interest in the arts and youth programs
- Ability to manage multiple projects/priorities in an organized manner, 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/>
- Ability to complete NY Public Schools background check process, including fingerprinting

DEADLINE for applications: January 31st, 11:59 pm

Hourly Rate: \$17

Hours: 10 hours per week, two 5-hour shifts weekly, February through July 2025 (240 hours total)

In-person office attendance is required at our offices in Midtown Manhattan, with some additional travel to NYC public schools and other program locations within NYC

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

Subject line: Teen Programs Apprentice

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.