



Program Assistant (Hybrid, Part-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 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 *Joyful and Liberatory Arts 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 In School Programs and collaborating closely with our team of Program Managers, the Program Assistant provides administrative and logistical support for the In School Programs team, including on-site visits to NYC Public Schools and communication with teaching artists and external partners. This person also supports specific Professional Learning initiatives, including our annual Artist Institute.

Responsibilities:

- Order program supplies/ materials and deliver to schools/program sites as needed, support with materials preparation for program
- Provide administrative/ logistical support for the Artist Institute and other Professional Learning events/ initiatives including coordination with Teaching Artists for the ordering and delivery of supplies, coordinating catering deliveries at the sites, collecting attendance records, etc.
- Support with the collection, scanning, and organization of rosters and media releases, and the overall organization of departmental files; ensure attendance records from Professional Learning workshops are collected and organized
- Use Caspio online database to create teaching artist bookings and Work Orders
- Make in-person school visits and observations to increase face-to-face time with teaching artists and school staff to take photo documentation, capture stories of impact, highlights, and/or anecdotes from residencies
- Create and disseminate a monthly Newsletter to teaching artists, gather and coordinate announcements, resources and information as provided by Program Directors
- Support AC performance ensembles' assemblies as needed on site at schools before, during and after their performances, support family events at schools
- Manage the intake and organization of teaching artist applicant materials in OneDrive, email follow ups indicating confirmation of receipt
- Other duties as assigned by supervisor and/or executive leadership

Qualifications and Key Skills:

- Prior administrative experience, ideally with nonprofit arts and/or education programs
- Ability to manage multiple administrative tasks and projects with a strong attention to detail and effective time management
- Ability to collect program documentation, including photos, brief written descriptions of educational arts experiences, anecdotes, and quotes for grants and program promotion
- Interest in K-12 arts education, some previous experience preferred
- Excellent verbal, e-mail, and phone communication skills
- Problem solving skills and ability to work well with multiple stakeholders, ability to take a proactive approach with a desire to learn and grow
- Computer proficiency a must, familiarity with Canva and MSOffice365 and databases preferred
- Ability to work in alignment with ArtsConnection's mission, values and aligned actions statement listed on the home page of our website <https://artsconnection.org/>
- NYC Department of Education/NYCPS Fingerprint Clearance required
- In-person attendance is required at our offices in Midtown Manhattan, with additional travel to NYC public schools and other program locations within NYC

Hourly Rate: \$22.00

Start date: Tues September 8, 2026

Hours: part-time - 14 hours weekly, 7 hours in person on Tuesdays, and the remaining 7 hours spread across one to two other days, other in-person work at our offices and program sites as necessary. When not required to work in person, employees are generally permitted to work from home.

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

Subject line: Program Assistant

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.