

ArtsConnection

Program Manager

Description:

ArtsConnection is New York City's most comprehensive arts-in-education organization with programs in the performing and visual arts. The programs include residencies, curriculum development, teacher and artist training, educational research and professional performances in over 120 elementary, junior and senior high schools in the 5 boroughs.

Program Managers are responsible for facilitating learning in and through ArtsConnection's programs in specific schools. Responsibilities include: design, plan and document programs; facilitate communication and understanding of educational and artistic goals among teachers, artists, school administrators, school coordinators and parents; statistical reporting; supervision of teaching artists and assistants; and payroll management.

Specific duties include:

Communicate with schools to plan and to implement programs

Supervise teaching artists

Supervise program assistant

Create budgets reflecting program designs

Schedule programs with schools and artists

Facilitate planning and reflection meetings between teachers and artists

Schedule and supervise site coordinators

Prepare artist, school, and student and parent correspondence

Schedule and supervise student performances

Participate in on-going selection, training and evaluation of artists

Qualifications:

BA degree required. MA degree preferred. Minimum of 5 years professional experience working with schools and in the arts; understanding of educational issues; experience with middle and high school aged students; excellent personal 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.

Starting date: September 1, 2006

Salary Range: \$30,000, Excellent benefits

Application Instructions:

Letter and resume only to:

Director of Programs

ArtsConnection

520 8th Ave, suite 321, 3rd floor

New York, NY 10018

email: jobquery@artsconnection.org, Please include Program Manager in the subject line