



## ArtistYear City Lead: NYC Job Description

**Hours:** Part-Time

**Start Date:** September 1, 2019

**Report To:** National Program Director

**How to Apply:** Send cover letters and resumes to [hire@artistyear.org](mailto:hire@artistyear.org)

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### About ArtistYear

ArtistYear's mission is to address the Arts Education Gap by ensuring every underserved student in America has arts education through a National Service Arts Corps. We do so by developing, supporting and placing exceptional "Fellows"—recent higher-education arts graduates across all artistic disciplines including actors, creative writers, dancers, filmmakers, musicians, visual artists—as full-time Teaching Artists at low-income schools. This innovative strategy serves not only to significantly bolster arts education for underserved youth, with all its attendant benefits, it also enhances the capacity of schools, benefits the larger community, and underscores the importance of service for the next generation of artists and arts educators. We currently serve in three locations: Philadelphia, The Borough of Queens, and rural Colorado.

### Position Overview

The ArtistYear NYC Lead is responsible for developing, executing, and championing successful ArtistYear New York City programming. This includes: the supervision and mentorship of ArtistYear Fellows; leadership for professional development and training of Fellows; oversight and management of collaborative school partnership design and execution; establishing a presence for ArtistYear NYC in the arts/youth development/service year ecosystems; Administrative leadership of the NYC program, including communication with other ArtistYear programs and staff nationally.

### Qualifications

- Strong background in the arts and education, with an ability to support and mentor novice teaching artists working in Title I Schools
- Bachelor's Degree or Equivalent Experience required
- Track record of successful program execution with multiple stakeholders
- Ability to obtain all clearances required for working in a school setting

### Knowledge, Skills & Abilities

- Strong leadership skills, with the ability to manage a diverse team of individuals to achieve results
- Willingness to work collaboratively in a start-up environment, with a flexible mindset
- Knowledge of art education pedagogy, standards, and curriculum
- Experience working in school or community settings

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- Experience working with youth
- Excellent verbal and written communication skills, with an ability to speak to a wide range of constituents
- Superb planning and project management skills, with attention to detail and ability to follow through
- Proficiency in Microsoft Office and digital media platforms

## Job Responsibilities

### 1. Supervise and Coach ArtistYear AmeriCorps Fellows

- Oversee Fellow placements and programs to ensure all benchmarks, performance standards, and impact goals are met.
- Support Fellows in the development and execution of curriculum and pedagogy; Ensure quality through regular formal and informal classroom observations.
- Conduct mid-year and year-end reviews with Fellows.
- Establish routine communications with and between Fellows to foster a culture of feedback, support, and shared learning. This includes leading a weekly cohort meeting and conducting daily virtual “check-ins” via Slack to promote shared consciousness and accountability.
- Hold Fellows accountable for deliverables, such as digital content creation, curriculum, attendance at trainings and meetings, school placement assignments, and year-end reporting.
- Support and monitor each Fellow’s compliance, rules, and regulations at service-sites; Oversee and approve timekeeping of service hours through OnCorps.
- Mentor Fellows on issues of teaching artistry, such as lesson planning, pedagogy, classroom management, school partnerships, and individual student issues.
- Identify and plan professional development opportunities for Fellows that fit within the larger curriculum arch of ArtistYear; Codify for national use.
- Ensure Fellows collect and maintain appropriate records as required, including student data for evaluation efforts.
- Mentor Fellows on career, leadership, and personal development goals.

### 2. Partnerships and Ecosystem Presence

#### *Schools:*

- Develop strong professional relationships with school partners and serve as supervisory contact.
- Understand the long-term vision for the school arts program; collaborate to ensure ArtistYear programming supports this work while also meeting ArtistYear goals; Encourage Fellows to work collaboratively to support school partner goals, capitalizing upon partner needs, desires, strengths, and opportunities.
- Communicate regularly with the school site’s designated ArtistYear supervisor around Fellow performance, school-site needs, scheduling logistics, etc.
- Visit sites regularly for informal observations and partnership meetings.

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- Ensure that school partners understand and uphold the ArtistYear school service-site partner agreement, including Fellow and school partner obligations, responsibilities, and AmeriCorps compliance.
- Conduct regular and ongoing partnership check-in meetings and communication to assess partnership standing.
- Collaborate with school leadership to acquire necessary student data for ArtistYear evaluation efforts.

## *Districts:*

- With support from the National Program Director, develop relationships with the New York City Department of Education's Office of Arts and Special Projects, the Borough of Queens Arts Directors, and other Borough Leaders as appropriate

## *Ecosystem Partners:*

- *NYC and Queens Community Arts Network:* Attend meetings as ArtistYear representative as needed; Connect ArtistYear programming/Fellows to arts partnership/training opportunities locally and state-wide. Join the NYC Service Leadership Council quarterly meetings.
- *Service Year/AmeriCorps Network:* Attend meetings as ArtistYear Representative; facilitate relationships between ArtistYear fellows and other service year members when appropriate.
- *Youth Development Network:* Attend meetings as ArtistYear representative as needed; Connect ArtistYear programming/Fellows to youth development partnership/training opportunities locally and state-wide.

## **3. Administrative Leadership for NYC Programming**

- Organize and provide updates for meetings with ArtistYear Leadership on program benchmarks, annual goals, and administrative deadlines.
- *Reporting:* Produce monthly, mid-year, and annual reports, using ArtistYear provided template.
- Provide oversight for digital content creation of Fellows (i.e., maintaining and proofing Fellow blog and vlog deadlines).
- Record Fellows' data deliverables and progress, observations and general service impact information for ArtistYear and donors.
- Understand and maintain decision spaces and escalation reporting to leadership team as required.
- Support the logistical execution of ArtistYear NYC events and activities, including annual graduation.
- Support the ArtistYear National leadership in the preparation and execution of the Onboarding and Training Institute.

## **4. Best Practice Sharing** *(with National Program Director)*

- Work with ArtistYear National Program Director to create and implement identity/community curriculum overlay for ArtistYear Fellows.

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- Work with the ArtistYear National Program Director to create, identify, and/or codify best practices (i.e., program models, partnership collaborations, etc.).
- Work with Chief Program Officer to codify Professional Development Arch for sharing nationally.
- Pilot, refine and report back on new systems or initiatives for national deployment.

***ArtistYear is an Equal Opportunity Employer.***

*It is the policy of ArtistYear to provide all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, marital status, disability, age or Veteran Status.*

