



ArtistYear City Lead: Philadelphia

Job Description

Hours: Full-Time

FLSA Status: Exempt

Report To: Chief Program Officer

About ArtistYear

ArtistYear is dedicated to addressing inequities in Arts Education for K-12 students. To ensure that every low-income student in America has the opportunity to reap the socio-emotional and academic benefits associated with arts learning, ArtistYear's founders created a National Service Arts Corps. We develop and support AmeriCorps Fellows, higher-education graduates from various artistic disciplines, and place them as full-time teaching artists in Title 1 schools to expand and deepen arts education for the underserved. 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. Launched as a pilot program in Philadelphia and certified as a 501c3 in 2016, ArtistYear was recognized as the first AmeriCorps national/state organization dedicated to service through the arts in summer 2017. In addition to its services in Philadelphia, ArtistYear now has satellite programs in The Borough of Queens, New York as well as in rural North Carolina and Colorado.

Position Overview

The ArtistYear PHL Lead is responsible for developing, executing, and championing successful ArtistYear Philadelphia 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 PHL in the arts/youth development/service year ecosystems; Administrative leadership of the PHL 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

ArtistYear

- Knowledge of art education pedagogy, standards, and curriculum
- Experience working in school or community settings
- 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

Recruitment & Placement

- Oversee Fellow school and partner-teacher placements and the programming during the year to ensure all benchmarks, performance standards, and impact goals are met.
- Coordinate and communicate location-specific cohort needs with the ArtistYear's Recruiting & Alumni Relations Manager during the recruitment season.
- Assist with various potential Fellow candidate interviews as needed.

Service Year

- Support Fellows in the virtual and in-person 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 (both virtual and in-person), 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.
- Ensure Fellows collect and maintain appropriate records as required, including student data for evaluation efforts.
- Mentor Fellows on career, leadership, and personal development goals.
- Engage Senior Fellows in cohort support activities, including but not limited to Care Team leadership, art-form and teaching-artistry guidance, Professional Development support.

ArtistYear

2. Partnerships and Ecosystem Presence

Schools:

- Develop strong professional relationships with school partners virtually and in-person; serve as ArtistYear supervisor and liaison between the Fellow and partner-school community.
- 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.
- 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 Program Officer, develop and maintain relationships with the School District of Philadelphia (SDP) Office of The Arts & Creative Learning.
- With support from the Program Officer, develop and maintain relationships with the SDP's Education Channel PSTV.
- Provide leadership for ArtistYear alignment with SDP's *Creativity Framework*.
- Provide leadership for ArtistYear alignment with SDP's *Anchor Goals*.

Ecosystem Partners:

- *Philadelphia 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 PHL National Service Task Force monthly meetings.
- *AmeriCorps/PennSERVE 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 PHL 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.

ArtistYear

- 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 PHL events and activities, including annual graduation.
- Support the ArtistYear National leadership in the preparation and execution of the Onboarding & Training Institute.

4. Best Practice Sharing

- Work with ArtistYear Program Officer to create and implement identity/community curriculum overlay for ArtistYear Fellows.
- Work with the ArtistYear Program Officer to create, identify, and/or codify best practices (i.e., program models, partnership collaborations, etc.).
- Work with 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.

