

ArtistYear: New York City Program Coordinator Job Description

Hours: Part-time. 20 hours/week

FLSA Status: Exempt

Salary: \$33.31 per hour, paid monthly

Location: New York City

Report To: National Program Director

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 social-emotional and academic benefits associated with arts learning, ArtistYear's founders created a National Service Arts Corps. We develop and support AmeriCorps Resident Teaching Artists, artists from various disciplines, and place them as full-time teaching artists in Title 1 schools to expand and deepen arts education for low-income students. This innovative strategy serves not only to significantly bolster arts education for 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 New York City, Denver, as well as in rural North Carolina and Colorado.

Position Overview

The ArtistYear New York City Program Coordinator is responsible for developing, executing, and championing successful ArtistYear New York City programming. This includes: the supervision and mentorship of ArtistYear Resident Teaching Artists (RTAs); leadership for professional development and training of RTAs; oversight and management of collaborative school partnership design and execution; establishing a presence for ArtistYear NYC in the arts/youth development/service year ecosystems; and the administrative leadership of the NYC program, including communication with the New York City Department of Education, and 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
- 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 Resident Teaching Artists

Recruitment & Placement:

- Oversee RTA 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 & successes with ArtistYear's external communications team & national program leadership throughout the year.
- Assist with various potential RTA candidate interviews as needed.

Service Year:

- Support RTAs 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 RTAs.
- Establish routine communications with and between RTAs to foster a culture of feedback, support, and shared learning. This includes leading a regular cohort meeting and conducting daily virtual "check-ins" via Slack to promote shared consciousness and accountability.
- Hold RTAs accountable for deliverables, such as, curriculum, attendance at trainings and meetings, school placement assignments, and year-end reporting.
- Support and monitor each RTA's compliance, rules, and regulations at service-sites; Oversee and approve timekeeping of service hours through OnCorps.
- Mentor RTAs 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 RTAs that fit within the larger curriculum arch of ArtistYear; Codify for national use.
- Ensure RTAs collect and maintain appropriate records as required, including student data for evaluation efforts.
- Mentor RTAs on career, leadership, and personal development goals.



2. Partnerships and Ecosystem Presence

Schools:

- Develop strong professional relationships with school partners; serve as ArtistYear supervisor and liaison between the RTA 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 RTAs 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 RTA 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 RTA 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/Resident Teaching Artists 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 Resident Teaching Artists and other service year members when appropriate.
- *Youth Development Network:* Attend meetings as ArtistYear representative as needed; Connect ArtistYear programming/Resident Teaching Artists 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.



- Record Resident Teaching Artists' 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

- Work with national program leadership to implement identity/community curriculum overlay for ArtistYear RTAs.
- Work with the national program leadership to create, identify, and/or codify best practices (i.e., program models, partnership collaborations, etc.).
- Collaborate with national program leadership to codify Professional Development Arc for sharing nationally.
- Pilot, refine and report back on new systems or initiatives for national deployment.

Supplemental Information

We offer a generous benefits package including:

- 10 paid holidays per year
- Training and professional development
- Flexible Work Schedule and ability to work remotely

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Julia by email julia.durkin@artistyear.org at least five business days before the closing date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and the type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Conditions of Employment: Applicants must pass a thorough background check prior to employment.

APPLICATION INSTRUCTIONS: Please send a cover letter and resume to hire@artistyear.org.

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.

