



Title	Youth & Teen Program Manager
Department(s)	Education
Reports to	Director of Education & Programs
Status	Full-time, non-exempt

Job summary

Pratt Fine Arts Center is seeking a highly motivated and dynamic Youth & Teen Program Manager. Reporting to the Director of Education & Programs, the Youth & Teen Program Manager develops and oversees all programming for youth and teens, supervises instructors, and builds and maintains positive relationships with community members and partnering organizations. Additionally, this position will serve as an ambassador for Pratt, creating new pathways for engagement for local schools and their students, teachers, and administrators. The Youth & Teen Program Manager is responsible for creating experiences for a diverse group of young people that exposes them to both new and traditional creative techniques that will foster a sense of self and community.

The Youth & Teen Program Manager will work closely with the Director of Education & Programs to refine and strengthen youth and teen program offerings and initiatives; build relationships with local schools; broaden Pratt's reach; and deepen teen engagement.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPoC) are encouraged to apply.

Pratt is currently adapting to public health restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. Due to the nature of this position, some in-person attendance is required. In the short term, the Youth & Teen Program Manager may elect to work remotely when not needed on-site. Longer term, in-person attendance may be required on a more regular basis.

RESPONSIBILITIES

- Recruit, train, supervise, and evaluate youth instructors and teaching assistants.
- Guide instructors in the process of creating and teaching an arts curriculum with an emphasis on social justice, collaboration, critical thinking and creativity.

- Ensure culturally responsive curriculum is delivered to youth that acknowledges the history and significance of the Central District.
- Coordinate the scheduling of classes for teens in Pratt's Wood, Jewelry, Glass, Sculpture, and 2D studios.
- Maintain a consistent presence in Youth & Teen Programs; some evening and weekend in-person attendance required.
- Order supplies and solicit supply donations for youth and teen classes and events.
- Maintain and organize the youth studio, facilities, and inventory.
- Create and maintain partnerships between Pratt and local schools via school visits, presentations, and partnership proposals.
- In coordination with the development team, ensure that the goals of existing youth and teen grants are being fulfilled.
- Administer and analyze data from program evaluations for all youth and teen programs.
- Organize and lead tours for visiting youth groups and provide an activity.
- Create and maintain the Youth/Teen budget.
- Collaborate with other Studio Managers and assist the Education & Programs Department with projects.
- Serve as point person for Pratt's partnership with Creative Advantage and on at least one Pratt committee.

MINIMUM QUALIFICATIONS

- 3+ years of experience in teaching, community engagement, administration or related field, preferably for nonprofit organizations
- Competence in serving diverse populations
- Prior experience working with or directly for K-12 schools or organizations that provide services to diverse children and families
- Strong oral and written communication skills
- Proven success in curriculum and project planning, implementation, and evaluation
- Demonstrated project management skills and ability to produce high quality arts programming
- Highly organized with strong planning skills, and attention to detail
- Classroom management experience and leadership skills
- Thorough knowledge of the Microsoft Office Applications (Word, Excel, PowerPoint, Outlook)
- Bachelor's degree in arts education, arts administration, visual arts or equivalent experience

DESIRED QUALITIES

- 3+ years of experience in non-profit arts or arts education
- Ability to build strong relationships with diverse community partners

- Demonstrated commitment to diversity, equity, and inclusion
- Passion for arts education and youth development
- Understanding of arts integration, 21st century skills, and social justice rooted learning
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Positive, can-do attitude and a sense of humor

COMPENSATION

Pay range is \$45-50k annual salary depending on experience. Paid vacation, health and dental insurance are provided. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

APPLICATION REQUIREMENTS

Please send cover letter, resume, and three references to Natalia Torres, Director of Education & Programs, at ntorres@pratt.org. No calls or drop-ins, please.

APPLICATION DEADLINE

February 23, 2022

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. People of color are encouraged to apply.