

Job Title	Associate Program Director
PVN ID	VA-1705-001819
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	The Creative Arts Team
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Jul 03, 2017 (Or Until Filled)

General Description

GENERAL DESCRIPTION: CREATIVE ARTS TEAM

The Creative Arts Team (CAT) is an educational outreach program at The City University of New York that uses the power of drama to inspire people to learn more. Each year, 15,000 young people, ages 3 to 21, participate in interactive workshops to examine social issues and curricular themes pertinent to our society (e.g.: literacy, conflict resolution, and health and wellness). CAT also provides professional development and life skills workshops to community members and educators.

GENERAL DESCRIPTIONS OF DUTIES AND RESPONSIBILITIES:

Serves as the Associate Director of the Literacy through Drama Program, and reports to the Program Director (PD). Assists the Program Director with the design/creation of curricula, workshop sequences, and overseeing effective and successful implementation of all projects. Hires, trains and supervises artistic staff to implement projects and foster individual growth and insure the quality delivery of services.

Duties and Responsibilities:

- Create work and develop methodology that is demonstrably appropriate and relevant to the changing needs of the young people, parents, and host institutions
- Take responsibility for planning and overseeing implementation of specified projects as agreed
- Work with the PD to hire, train and supervise staff to implement projects
- Train and supervise actor-teachers to ensure program activities comply with contract mandates and maintain high program quality
- Cultivate strong relationships with school staff to ensure the partnership is robust, effective, and positive
- Develop recruitment and retention strategies for high school after-school program to attain enrollment numbers
- Coordinate parent meetings/workshops and conduct staff and program orientation sessions
- Plan and coordinate special events, projects, and field trips, keeping school leadership informed of all program activities and events

- Ensure participant files are updated and maintained in accordance with funding contracts
- Work closely with the Program Managers to meet all program mandates
- Ensure, through site visits, that all components of program are implemented effectively, efficiently, and consistent with curriculum
- Reflect on the work; assess long-term goals; and hold and attend regular meetings to ensure all services are being delivered at a high quality
- Collect and record all data to ensure accurate reporting; complete all required reports; ensure all programmatic records are accurate, complete, and appropriately filed/stored
- Work within agreed budgets
- Develop, train, co-ordinate (programmatically) and implement professional developments as required
- Oversee and assist in the creation of resource guides, staff development and other support materials
- Observe and discuss the work of other CAT programs as appropriate and agreed. Contribute to artistic/educational forums designed for senior program staff. Contribute internally to the overall development of CAT policy.
- Present at conferences etc. as appropriate
- Be responsible for own on-going professional development, and take advantage of at least one agreed professional development experience annually

Other Duties

Other duties as assigned

Qualifications

CORE COMPETENCIES:

- Ability to devise curriculum
- Ability to train Actor-Teachers to deliver curriculum
- Ability to communicate and work productively with staff and young people
- Ability to structure learning
- Ability to initiate, plan, organize, prioritize, and implement multiple projects and assignments
- Ability to work independently and as part of a team
- Ability to supervise other staff
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; articulate policies and procedures in response to inquiries; draft basic-to-complex reports; meet deadlines
- Ability to identify artistic / educational and personnel problems. Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors

Qualifications:

- Experience devising curriculum

- Experience working with young people and/or as a teaching artist (experience of both preferred)
- Knowledge and understanding of the field of Applied Theatre and/or Educational Theatre
- A high school diploma or its equivalent and five years of work experience in the required fields, **OR**
- A Bachelors Degree from an accredited college and three years of work experience in the required fields, **OR**
- A Masters Degree from an accredited college and a minimum of two years of work experience in the required fields,

AND

- Demonstration of the specific competencies required at the time of hire
- Two years supervisory experience preferred

Submit cover letter, resume, and names of three references