
Job Title	Creative Arts Team Sound Thinking Project Manager
PVN ID	VA-1908-003223
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Creative Arts Team
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 08, 2019 (Or Until Filled)

General Description

GENERAL DESCRIPTION

The Creative Arts Team (CAT) at the City University of New York seeks a Project Manager to support Sound Thinking NYC. Funded by the Mayor's Office for Media and Entertainment (MOME), Sound Thinking NYC is an out-of-school program for high school students to promote diverse representation in the music industry, with a focus on gender equity. By providing training in three-week summer intensive sessions for 100 students, leadership development, paid internships, college credit courses, and public programs for a wider audience, Sound Thinking NYC delivers a multi-faceted year-long program for high school students, with a focus on opening doors for young people, especially young women, to possible careers in New York's music industry. The Sound Thinking NYC project also includes public programs for students and their families. In the second year, CAT will host a city-wide one day fair for opportunities in the Music Industry in New York City for young people.

The Project Manager of Sound Thinking NYC reports directly to the Project Director, who is a part of CAT's College and Adult Program (CAP). Along with the Project Director, the Program Manager will collaborate closely with the CAP Program Director, CAT's Executive Director and additional CAT staff in delivering this program, which is now in its second year. The program manager assists and collaborates with other team members, including part-time teacher actors. The program manager is involved in all aspects of program delivery and administration, which include development and delivery portions of the program related to content expertise, schedule program units, consultants and staff; research curriculum topics and potential speakers/educators; conduct marketing and outreach for public programs; support community building and retention of students; and supporting all administrative work. The Project Manager position is for immediate hire. See full list of responsibilities below.

MISSION

Founded in 1974, the Creative Arts Team (CAT) at the City University of New York has provided drama-based workshops and programs in pre-K-12 schools, colleges and community centers in all five NYC boroughs, and has served more than a million youth, and thousands of educators and parents. CAT is a division of CUNY's Office of K-16 Initiatives.

Other Duties

DUTIES AND RESPONSIBILITIES

The Sound Thinking Project Manager is responsible for:

Program Design and Research

- Collaborate with CAP Program Director and Project Director as a support staff to finalize program design for all components of the
- Supports the program through researching on curriculum topics, possible speakers, presenters, workshop consultants, events for students to participate in, possible new partnerships with music industry sites, and arts and culture
- Assists staff in on-going assessment and development of curriculum in response to participant needs throughout the three years of the

Program Implementation and Scheduling

- Support colleagues in scheduling program components and coordinating participation in programming by all stakeholders, including students, CAT staff, consultants, and industry partnerships.
- Helps develop annual calendars including rehearsal schedules for actor teachers and consultants involved in delivery the
- Serves as on-site education staff for selected components of program and assist in all aspects of program delivery. Examples include check in participants, facilitate catering needs, support MetroCard processing for participants, and oversee part time internship staff to support these tasks included during times of program delivery.
- Ensures project is executed in a timely, accurate

Cohort Building and Retention

- Responsible for overseeing strategies for cohort team building, parent engagement, and community building throughout all components of the program. This work includes a focus on strategies for retention and strategies for community building via social media strategies and added opportunities for exposure to the music industry and related events throughout the
- With oversight from Project Director, selects program activities with participants designed for cohort building that can be delivered by Project

Reporting and Evaluation

- Supports implementation of reporting and evaluation tasks as designed by CAT staff and CUNY's Office of Research, Evaluation and Program Support (REPS).

Marketing

- Coordinates communications and marketing for the program, with support from CAT staff, such as the Director of

Fiscal

- Assists Project Director in budget requirements managements for program delivery.
- Works in a fiscally sound manner within the program/project specific

Alignment with CAT Mission, Brand, Pedagogy, and Culture

- Comply with all RF CUNY Policies as documented on the RFCUNY
- Comply with all CAT policies as well as help to develop and/or revise CAT policies when needed.
- Research and remain up to date on:
- CAT's mission statement and programs
- Learner-Centered Pedagogy
- High school populations and their needs
- Age-appropriate drama strategies
- Theatre/Arts/Education funding trends
- Contemporary events
- Career pathways in the music industry
- Maintain a respectful, professional relationship with fellow CAT and CUNY colleagues which include attending mandated CUNY and CAT trainings that help support a respectful and healthy work

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- A Bachelor's degree and 2+ years' of experience related to program content and program participants.
- Experience in the role of project management, commitment to details and organization that will make the project
- Able to work independently and collaboratively with CAT, CUNY staff and
- Excellent skills in community development and coordinate groups of people from diverse fields to implement a
- Ready to proactively solve problems and work with minimal
- Detail-oriented, strong organization skills and an ability to set and meet
- Excellent interpersonal, verbal and writing

- Familiarity with Microsoft Office, in particular with Word and

Preferred Qualifications

- Strong background in applied theatre strategies and arts-in-education programs.
- Familiarity with some aspects of the music industry in New York City.
- Background in social media strategies for community building.

To Apply: Applications for this position **MUST** be submitted via the Research Foundation of CUNY website at www.rfcuny.org. Click on **About RF** and go to **Careers**, then select **Managerial and Professional**. (Link to site here: <http://bit.ly/CATexec>).

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.