
Job Title	Project Manager of Sound Thinking NYC at CUNY-CAT
PVN ID	VA-1912-003444
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	Mar 20, 2020 (Or Until Filled)

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 Project Manager of Sound Thinking NYC reports directly to the Project Director, who is 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, now in its second year. The program manager assists and collaborates with other team members, including part-time actors-teachers. The program manager is involved in all aspects of program delivery and administration, including developing and delivery portions of the program related to content expertise, scheduling program units, consultants and staff; researching curriculum topics and potential speakers/educators; conducting marketing and outreach for public programs; supporting community building and retention of students. The Project Manager position is for immediate hire. See full list of responsibilities below.

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.

The Sound Thinking NYC project also includes public programs for additional students and their families. In

the second year, CAT will host a citywide one-day fair on opportunities in the Music Industry in New York City for young people.

Other Duties

The Project Manager of Sound Thinking NYC job duties and responsibilities include:

Program Design and Research

- Work with CAP Program Director and Project Director as support staff for finalizing program design for all components of the project.
- Support of program through research, including research on curriculum topics, presenters, workshop consultants, events for students to participate.
- Explore possible new partnerships with music industry sites, arts and culture organizations.
- Support staff for on-going assessment and development of curriculum in response to participant needs throughout the three years of the project.

Program Implementation and Scheduling

- Serve as support in scheduling the program components and coordinating participation in programming by all stakeholders, including students, CAT staff, consultants, and industry partnerships.
- Help develop annual calendars including rehearsal schedules for actor teachers and consultants involved in delivering the program.
- Serve as on-site education staff for selected components of program and assists in all aspects of program delivery. Examples include checking in participants, organizing catering needs for participants, supporting participants with a system for receiving metro cards.
- Oversight of part time internship staff to support these tasks included during times of program delivery.
- Ensure project is executed in a timely, accurate manner.

Cohort Building and Retention

- Responsible for overseeing strategies of cohort team building, parent engagement, and community building throughout all components of the program. This work includes a focus on strategies on retention and community building via social media.
- Project Manager may be responsible for delivering selected program activities with participants for team building.

Reporting and Evaluation

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

Marketing

- Serve as coordinator of communications and marketing for the program, with support from CAT staff, including marketing manager of Sound Thinking NYC.

Fiscal

- Assist project director in managing budget requirements for delivering the program.
- Work in a fiscally sound manner within program/project specific budget.

Alignment with CAT mission, brand, pedagogy, and culture

- Comply with all RF CUNY Policies as documented on the RFCUNY website.
- 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 staff, which includes attending mandated CUNY and CAT trainings that help to support a respectful and healthy work.

Qualifications

Minimum Qualifications:

- A bachelor's degree and 2+ years' experience related to program content and program participants.
- Experience in project management, with attention to details and organization that will make the project successful.
- Able to work independently and collaboratively with CAT, CUNY staff and consultants.
- Excellent skills in building community and coordinating groups of people from diverse fields to implement a project.
- Ready to proactively solve problems and work with minimal supervision.
- Detail oriented, with strong organization skills and an ability to set and meet deadlines.
- Excellent interpersonal, verbal and writing skills.
- Familiarity with Microsoft Office, in particular Word and Excel.

Preferred Qualifications:

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

To Apply

Apply through the RFCUNY website (www.rfcuny.org). Submit both a cover letter and a resume.

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.