
Job Title	Creative Arts Team Project Director, Early Learning Program
PVN ID	VA-2010-003726
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Creative Arts Team
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 29, 2020 (Or Until Filled)

General Description

The Creative Arts Team (CAT) is an arts-in-education program at the City University of New York (CUNY), serving more than 20,000 people annually in New York City. CAT uses theatre strategies to engage, inspire and educate in a variety of settings, including schools, after-school programs, college campuses, community-based organizations, and government facilities.

CAT's Early Learning Program (ELP) uses interactive drama strategies to strengthen literacy, critical thinking, and essential social-emotional skills among pre-k through 2nd grade students. Additionally, the ELP team trains teachers in participant-centered pedagogy and drama strategies to help them meet NY State Learning Standards and encourage student engagement. ELP leads workshops with parents to explore the stages of early childhood development and support early childhood literacy. A N.Y. State Education Department-certified provider of Continuing Teaching and Learning Education (CTLE) credits for ongoing licensing, CAT is also a professional development provider for New York Works for Students's Aspire Registry.

The FY20 ELP portfolio included partnerships with New York Public Library; Homes for the Homeless, a group of Tier II transitional housing shelters for families; the Arthur Miller Foundation; the NYC DOE Office of Arts and Special Projects; the NYC City Council and Department of Cultural Affairs' Cultural Immigrant Initiative; District 30 Pre-K centers and the Cornelia T. Bailey Foundation through the LITFAM program to provide onsite professional development and parent workshops as well as live, remote in-class interactive storytelling sessions. ELP facilitated and managed the Professional Development Initiative, a series of workshops during the academic year serving educators, teaching artists, administrators and students working across pre-K to adult age groups.

The ELP Project Director reports to the ELP Program Director. The Project Director develops curriculum, trains and oversees teaching artists that deliver programs to populations that include early childhood students, teachers, administrators and parents. The Project Director may also co-facilitate or deliver programs that call for their level of expertise. They are responsible for the successful implementation of services. This includes understanding and meeting program and project compliance, responsible delivery of programs under CAT and

RF CUNY policies and procedures, and responsive and supportive management of reporting staff, and healthy and professional interaction with partners and the CUNY-CAT community.

Other Duties

The Project Director is responsible for:

1. Supervision: With assistance of the ELP Program Director, hires, supervises and trains teams of part time artist teachers.
2. Leadership: The Project Director participates in discussions of mission and long-term strategies for CAT and ELP to fulfill its mission. Fosters individual professional growth of self and team members.
3. Training: Supervises and trains teaching artists to ensure that program activities comply with contract mandates and maintain high program quality.
4. Curriculum Design: With assistance of the ELP Program Director, designs and creates curricula, and workshop sequences.
5. Program Delivery: Responsible for planning and overseeing implementation of specified projects by teams of teaching artists. The project director also delivers programming. Works closely with program managers who oversee scheduling, reporting and administrative duties for projects.
6. Budget: Develops project budgets, with a focus on managing OTPS expenses.
7. Development: Supports fundraising, future proposals and compliance to funders.

Other Duties

- Attends staff meetings and trainings as required.
- Perform special projects and other duties as assigned within scope of the position.

Qualifications

Minimum Qualifications

- 3+ years of experience in facilitating and managing applied theatre and arts-in-education programs.
- Knowledge of early childhood development and age-appropriate practice.
- Experience in working with public and private education systems.
- Bachelor of Arts required; MA in education, theatre or applied theatre preferred.
- Project management skills, including experience with platforms such as G-Suites, Excel, Zoom, Microsoft Word and marketing software.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. The

location of the position in the future will operate in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials.

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.