
Job Title	CUNY Creative Arts Team, Youth Theatre Program Manager
PVN ID	VA-2207-004915
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CAT Youth Theater
Status	Full Time
Annual Salary	\$47,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Sep 06, 2022 (Or Until Filled)

General Description

GENERAL DESCRIPTION

Seeking a highly organized, detail-orientated administrator and team-player who believes in supporting youth driven spaces to serve as the Program Manager for the CAT Youth Theatre.

CAT Youth Theatre is a free, award-winning after school program that invests in young people and inspires them to thrive— on stage and in life. The collaborative theatre process gives young people the opportunity to make new meanings from the material of their lives. Each year approximately 70 middle school, high school, and early college-aged young people from across the city create socially relevant, artistically sophisticated original plays while learning vital life skills enabling them to become self-confident, compassionate and accountable; develop relationships across differences; build community; and be prepared to act as contributing citizens.

CAT Youth Theatre is a program of the Creative Arts Team at CUNY.

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.

Other Duties

DUTIES & RESPONSIBILITIES

- Responsible for the long-term and day-to-day oversight of all administrative matters for the CAT Youth Theatre program
- Coordinate a broad range of day-to-day projects and administrative services
- Build relationships and liaise with young people, parents, schools, theatres, community groups, staff, etc.
- Serve as the marketing, publicity arm of the Youth Theatre Program
- Work to support the CAT Director of Development with fundraising & individual giving.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

- A Bachelors Degree
- Must be detail orientated, motivated self-starter, with excellent project management and the ability to think creatively while working both independently and as part of a team
- Commitment to working in culturally diverse settings and using youth centered practices; enthusiasm for working with teenagers
- Strong organizational, written and communication skills; able to keep accurate, detailed and well-organized records
- Ability to adapt to changing situations/priorities, multi-task, and develop new skills
- Proficient in use of Microsoft Office Suite- Word, Excel, Publisher, Access, Adobe, social media platforms and metrics, and the Internet. Some basic web design (Drupal) and graphic design experience preferred.
- Experience with email marketing and fundraising software preferred (Constant Contact, Network for Good a plus).

We are committed to enhancing our diverse community by actively encouraging people of any race, color, religion, gender identity or expression, sexual orientation, national origin, genetic information, disability age, or protected veteran status to apply. We take pride in our pluralistic community and seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.