

Job Title	Sound Thinking NYC Associate Program Director
PVN ID	VA-2309-005845
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Part Time
Annual Salary	\$58,000.00 - \$60,000.00
Hour(s) a Week	0.00
Closing Date	Nov 12, 2023 (Or Until Filled)

General Description

MISSION

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.

GENERAL DESCRIPTION

The **Sound Thinking NYC Associate Program Director** is part of CAT's **College/Adult Program (CAP)**. Launched in 2018 by the City University of New York's [Creative Arts Team](#) of the [Office of K16 Initiatives](#) and the [NYC Mayor's Office of Media & Entertainment](#), Sound Thinking NYC works with diverse, highly motivated students over multiple years, supporting them in a year-long out of school program as they enter music industry related programs in college. The program is open to all New York City high school students, with a focus on addressing gender equity and inclusion in the music industry.

The program includes curriculum that teaches students music production using the digital audio workstation Pro Tools, with opportunities to record in studios. The programs also address career and college readiness, social emotional learning, and skills for success in school and life. Sound Thinking NYC (STNYC) programs provide a safe environment for participants to examine choices, decisions, and consequences. STNYC process provides an opportunity to discover underlying motives, raise awareness and provide solutions while promoting problem solving, decision-making, critical thinking, and self-advocacy skills to build confidence in achieving desired outcomes.

The Associate Program Director also is responsible for facilitating or delivering programs that call for their level of expertise in music production, with expertise in the use of Pro Tools.

The CUNY Sound Thinking NYC Associate Program Director (APD) reports to the Sound Thinking NYC Program Director (PD). It is a mid-level position at CUNY CAT. As such, the Associate Program Director

develops curriculum, trains, and oversees teams of educators that deliver programs to high school students in Sound Thinking NYC.

Other Duties

DUTIES AND RESPONSIBILITIES

- Work with the Sound Thinking NYC Program Director (PD) to develop annual plans and to oversee implementation of all projects.
- Review and actively inform PD on project-specific budget
- Work with PD in a fiscally sound manner within the program/project-specific budget
- Work closely with PD and Development (and external evaluators when applicable) to ensure appropriate evaluations are designed and approved
- Review emails and respond timely to partners/staff/others.
- Report on the work, in writing, upon agreed timelines
- Organize/hold interviews, as required including space reservations, sign-up procedures, follow-up notification, record-keeping, and provide basic CAT hiring information
- Work with the PD to hire, train and supervise staff to implement projects.
- Train and supervise actor-teachers and educators to ensure program activities comply to contract mandates, and that high program quality is maintained.
- Plan and lead training sessions with educators as required.
- Orient staff on CUNY/CAT protocols – sick leave, timesheets – office protocols and space – email, equipment use, health benefits orientation, fingerprinting, CUNY ID, space ID
- Complete development of projects to meet agreed deadlines
- 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.
- Support PD in the advocacy of future projects/content area/partnerships/target populations
- 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 environment.
- Assist PD in the supervision of the work regularly
- Write and submit assessments of all the work observed
- Ensure that educators hired to deliver programming comply with all CAT and program policies & guidelines.

Qualifications

Minimum Qualifications

- 5+ years' experience in music production
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Skills to collaborate with and motivate team members
- Strong written and oral communication skills
- Experience working with young people and/or as a teaching artist (experience of both preferred)

- Ability to interface and engage diverse partners and stakeholders, including funders
- Bachelor's Degree from an accredited college and three years of work experience in the required fields, or
- Master's Degree from an accredited college and a minimum of two years of work experience in the required fields.
- Excellent project management Skills

Physical Requirements

- This position operates 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
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.