
Job Title	Project Manager of Sound Thinking NYC - Creative Arts Team
PVN ID	VA-1803-002403
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Creative Arts Team
Status	Full Time
Annual Salary	\$50,000.00 - \$54,000.00
Hour(s) a Week	35
Closing Date	May 20, 2018 (Or Until Filled)

General Description

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.

Funded by the Mayor's Office for Media and Entertainment (MOME) as part of a series of initiatives targeting the under-representation of women in entertainment, Sound Thinking NYC is a new major initiative to address gender disparities in the music industry by providing opportunities for young people - especially young women - to explore career opportunities in the music industry.

Sound Thinking NYC is a free program offered by the Creative Arts Team (CAT) at the City University of New York (CUNY), in partnership with NY Is Music, a coalition of music industry leaders.

Sound Thinking NYC is a multi-faceted and multi-year program that introduces 11th and 12th grade students to career pathways in music production, audio technology and sound recording while providing learning opportunities to foster leadership skills and lifelong success. The program especially is designed to reach young women.

Other Duties

The Project Manager position is for immediate hire. The Sound Thinking NYC program will engage 250 students over the next three years in a multifaceted program. The program launches in July 2018 with a three-week full day summer camp for 50 students about to enter 11th grade. Each summer for three years there will be a summer intensive cohort, with 100 in the second year and 100 in the third year. Each Sound Thinking

NYC cohort will have academic year workshops on selected weekends during their 11th grade year, opportunities for summer paid internships as they are about to enter 12th grade, and opportunities for college credit courses in the students' senior year. The program especially is designed to reach young women.

The Sound Thinking NYC project also includes public programs for additional students and their families. In the second year, CAT will host a city wide one day fair on opportunities in the Music Industry in New York City for young people.

Sound Thinking NYC includes curriculum that is focused on multiple components related to career pathways in the music industry, including the technology of sound production, the creation of songs and soundtracks, and skills related to leadership training, goal setting, workforce development and college readiness. The program has an overall emphasis on using applied theatre strategies for building leadership skills. In addition, education consultants will deliver components of the program focused on music production and technology. The program is part of CAT's overall commitment to positive youth development programming.

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). The Program manager will collaborate closely with the CAP director and with the CAT Executive Director in developing and launching this new program.

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, possible speakers, presenters, workshop consultants, events for students to participate in, and possible new partnerships with music industry sites and 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 the lead in scheduling the program components and coordinating participation in programming by all stakeholders, including students, CAT staff, consultants, and industry partnerships
- Develop annual calendars including rehearsal schedules for actor teachers and consultants involved in delivery the program.
- Serving as on-site support staff during the delivery of the program, assisting in all aspects of program delivery. Examples include checking in participants, facilitating catering needed to feed participants, supporting participants with a system for getting metro cards.
- Ensure project is executed in a timely, accurate manner

Cohort Building and Retention

- The Project Manager also is responsible for overseeing strategies for cohort team building, parent engagement, and community building throughout all components of the program. This responsibility also focuses 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 city.
- With oversight from Project Director, selected program activities with participants designed for cohort building can be delivered by Project Manager

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 director of marketing.

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
 - 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 environment.

Qualifications

- A bachelor's degree and 2+ years' experience related to program content and program participants
- Familiarity with some aspects of the music industry in New York City a plus
- Experience in the role of a project management, with attention to details and a commitment 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
- Background in social media strategies for community building a plus
- Background in applied theatre strategies and arts-in-education programs a plus

Creative Arts Team is committed to creating and developing an inclusive team. Women, people of color and individuals of diverse backgrounds are strongly encouraged to apply.

Apply through the RFCUNY website. Submit both a cover letter and a resume.