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<b>Job Title</b>	Project Director of Sound Thinking NYC - Creative Arts Team
<b>PVN ID</b>	VA-1803-002404
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Creative Arts Team
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56.00 - \$59,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 20, 2018 (Or Until Filled)

## General Description

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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 11<sup>th</sup> and 12<sup>th</sup> 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

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The Project Director 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 11<sup>th</sup> 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 11<sup>th</sup> grade year,

opportunities for summer paid internships as they are about to enter 12<sup>th</sup> 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 citywide 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 Director of Sound Thinking NYC reports directly to CAT's College and Adult Program Director (CAP) and will collaborate closely with the CAP director and with the CAT Executive Director in developing and launching this new program.

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

#### Program Design and Implementation

- Work with CAP program director and CAT program staff to finalize curriculum and program design for all components of the project as it launches in spring 2018.
- On-going assessment and development of curriculum in response to participant needs
- Direct oversight of staffing for program, including oversight of Sound Thinking NYC program manager, oversight and co-training of a team of actor teachers to deliver leadership training to participants, and oversight of education consultants in music industry component of the program
- Implement Reporting and Evaluation tasks, as defined in collaboration with the CUNY Office of Research, Evaluation & Program Support, and as needed by the funder
- In addition to developing programming for primary participants, the project director develops public programming events for the wider public, with support from senior staff and support from the program administrator and manager who reports to the project director
- Develop annual calendars including rehearsal schedules for actor teachers, and schedule for implementation of the program components
- Ensure project is executed in a timely, accurate manner

#### Program Implementation

- Serve as both lead project manager and lead educator for program
- Create work and develop strategies that are demonstrably appropriate and relevant to the changing needs of participants and stakeholders in the program.
- Collaborate with the executive director, CAP program director and CAT senior staff to develop the overall quality, scope, and profile of the work
- Coordinate with other CAT departments to develop supplemental program materials (including hand-outs, evaluations, and resource guides), when applicable
- Develop strategy for multi-year engagement of participants, with oversight of a program administrator and

manager whose responsibilities include cohort networking and retention

### Development and Marketing

- Serve as the spokesperson for the CAT Sound Thinking NYC Program
- Work closely with CAT executive director and development team to create public interface and marketing on the program, coordinating with the Mayor's Office for Media and Entertainment and partner NY is Music.
- Report on the work, in writing, upon agreed timelines

### Fiscal

- Assist CAP program director in managing budget requirements for delivering the program and serve as liaison with CAT finance department and human resources for all hires, timesheet submissions and invoices.
- 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

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- A bachelor's degree and 3+ years' experience related to program content and program participants
- Experience in the role of a project manager is helpful.
- Familiarity with some aspects of the music industry in New York City a plus
- Able to work independently and collaboratively with CAT and CUNY staff
- Excellent skills in building partnerships 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 arts-in-education programs, with an MA in applied theatre 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.