Job Title: CUNY Creative Arts Team Project Director for SEL Projects  
PVN ID: VA-1906-003127  
Category: Managerial and Professional  
Location: OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS  
Department: K-16 Initiatives  
Status: Full Time  
Salary: Depends on qualifications  
Hour(s) a Week: 35  

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
CAT’s College/Adult Program (CAP) uses theme-based, interactive drama and skill-building strategies to address social issues and behaviors that create challenges in people’s lives. The CAP team delivers programs in middle and high school, college and for parents and adults. CAP programs address college readiness and retention, social emotional learning, and skills for success in school and life. CAP programs provide a safe environment for participants to examine choices, decisions and consequences. This 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 CAP Project Director for Social and Emotional Learning (SEL) Projects reports to the CAP Program Director. The CAP Project Director for SEL Projects develops curriculum, trains and oversees teams of teaching artists that deliver programs to middle school, high school, college and adult populations. The Project Director may also co-facilitate or deliver programs that call for their level of expertise. The project portfolio includes Crisis Management at Boys and Girls High School, Black Male Initiative CAT Workshops, Young Adult Program at Rikers Island, SEL Professional Development Programs, and GEAR UP Parent Workshops. The CAP Project Director for SEL Projects is responsible for the successful implementation of projects with their team of teaching artists. Currently four teaching artists report to the CAP Project Director for SEL Projects. Successful implementation 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.
Other Duties:

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

Other Duties
• Attends staff meetings and trainings as required.
• Perform special projects and other duties as assigned.

Qualifications:

• 3+ years of experience in applied theatre and arts-in-education programs
• Bachelor of Arts required; MA in education, theatre or applied theatre preferred
• Project management skills