WHY WE NEED YOU
The Program Manager plays a key role in the development, execution, and evaluation of Living Arts programming, including oversight of the In-School Arts, Detroit Wolf Trap, Out-of-School Arts, and community-based programs. They will manage and coach a team of Teaching Artists delivering workshops and residencies, coordinate partnerships with schools and community partners, and carry out program evaluation and professional development, ensuring that high quality and responsive, relevant programming is maintained at all times. This position provides support directly to the Director of Programs and will oversee the Program Coordinator and Seasonal Interns.

ABOUT LIVING ARTS
Living Arts engages Detroit youth, teachers and families in transformative experiences in the performing, visual, literary and media arts. Through artist residencies in schools across Detroit and robust out-of-school offerings focused in Southwest Detroit, we increase youth’s academic achievement, develop their leadership and artistic skills, and strengthen our schools and communities.

RESPONSIBILITIES + FUNCTIONS

35 % - Program Contracts, Administration, and Management, and Evaluation

● Negotiate, design, implement, and coordinate arts education, arts-integrated, and early learning residencies in partnership with Teaching Artists for service partners including DPSCD schools, charter schools, head starts and early head starts, and other community partnerships
● Conduct meaningful evaluation on all programs through use of surveys, pre/post tests, anecdotal data, and media documentation. Share results with LA staff and program partners. Partner with the Director of Programs in the design of program evaluations.
● Maintain relationships with current principles, administrators, and educators involved in Living Arts programming.
● Serve as point person on DPSCD yearly contract
● Collect service logs from contract service partners and remit to the Director of Finance & Administration for invoicing.
● Create, or supervise the creation of contracts and addendums for 1099s for Teaching Artists and other contractors, including clearance documents.
● Ensure that the program calendar is up to date with activities and classes.
● Ensure that program records are entered in Salesforce, including MOUs, POs, and contracts.
● Provide on-site coordination as needed, in partnership with Programs Team, to support ongoing residencies, workshops, and events, including responding in emergency situations that arise with partners, especially in the In-School Arts, Detroit Wolf Trap, and community programs.
● Observe Teaching Artists, in partnership with the Director of Programs, and provide coaching to ensure quality practices in social-emotional learning, artistic instruction, and classroom management.
JOB DESCRIPTION | PROGRAM MANAGER

Direct Supervisor: Director of Programs
Direct Reports: Program Coordinator (FT), Seasonal Interns
Full-Time Exempt, 40 hours a Week, Hybrid Work Model – Detroit/Your Residence – Some flexing of hours for events, etc.

15% - Manage Program Coordinator, Program Intern, and Program Specialist

- Set and manage workload for the Program Coordinator and Program Intern, including areas such as family communications, Out-of-School program enrollment, program documentation, supply purchases, family and youth engagement, and more.
- Work with the Program Specialist and Interns to ensure that they have relevant, clearly-outlined projects assigned and the tools they need to successfully carry them out.
- Set short and long term goals for Program Coordinator, Program Specialist, and Program Intern, set up meetings/observations that you feel align with their skill set improvement.

15% - Teaching Artist Management

- Manage scheduling and booking of Teaching Artists in residencies in all programs
- Support day-to-day coordination of teaching artist needs, especially for In-School, Wolf Trap, and Community Programs.
- Ensure all teaching artists have accurate contracts with LA that cover their planned work, compensation rates, and that they have completed all necessary background checks prior to work.
- Carry out relevant and impactful professional development offerings and pathways for Teaching Artists, and take part in the design of such offerings in partnership with the Director of Programs and Teaching Artists.
- Participate in the recruitment and contracting of new Teaching Artists in partnership with the Director of Programs.

15% - Site Visits/In Person Meetings

- Attend site visits and in person meetings as needed, including face-time at schools, head starts, and other partners to support the planning, launch, coordination, evaluation, and closing of residency programs.
- Ensure that the Teaching Artists have the appropriate information that they need to execute their contracts.

10% - Program Development

- Partner with the Director of Programs to create and develop new programing ideas for the organization, including new partnerships
- Partner with the Director of Programs to develop and improve curricular offerings relevant to a variety of program models.
- Cultivate new contract service opportunities with non-traditional education partners (ie. Libraries, Museums, Non-Profits, Businesses, etc.)
- Provide insight into data, metrics, and stories as needed to support fundraising efforts to support program and overall organizational budgets.

10% - General

- Support the long-term goals and objectives of Living Arts as determined by the Executive Director and Program Director.
JOB DESCRIPTION | PROGRAM MANAGER

Direct Supervisor: Director of Programs
Direct Reports: Program Coordinator (FT), Seasonal Interns
Full-Time Exempt, 40 hours a Week, Hybrid Work Model – Detroit/Your Residence – Some flexing of hours for events, etc.

- Attend and Assist with special events, totalling no more than eight a fiscal year.
- Attend Staff and Program Meetings
- Other duties as assigned.

DESIRED QUALIFICATIONS
Experience working with schools, administrators, and educators. Management experience and general knowledge of program management required. Ideally, a candidate has a passion for the arts and administrative work. High School diploma required. Ability to speak and write in both English and Spanish, as well as knowledge of Detroit and neighborhoods a bonus.

SALARY & BENEFITS
The salary range for this position is $40,000-$45,000 with benefits including healthcare and retirement.
- Benefits include medical, dental, optical insurance, and retirement.
- All full-time employees are eligible for benefits and Living Arts covers 50% of benefits for employee’s dependents.
- Living Arts offers 17 paid days off in addition to 13 paid holidays, which includes 3 days for religious/spiritual observance.
- We also offer a flexible work schedule with the option of working from home when able.

HOW IS SUCCESS MEASURED?
Through the development and execution of robust partnerships and residencies in school- and community-based settings; managing an organized, accessible, and relevant system for the evaluation, synthesis, and improvement of program offerings; the effective and thoughtful management and development of a team of teaching artists, including professional development and networking opportunities; and effective communication and partnership with key staff and stakeholders, including with Director of Programs and direct reports in the programs department.

CONTACT US
Please submit your written application to Jobs@livingartsdetroit.org.

Living Arts is an equal opportunity employer and joyfully welcomes applications from people of color, people with accessibility needs, underrepresented genders, active service members/veterans, and LGBTQIA+ people.

The Living Arts office and programming spaces are ADA accessible.

Haga clic aquí para ver este anuncio de empleo en español.

For more information on Living Arts please visit www.livingartsdetroit.org.

If you are interested in becoming a Living Arts Teaching Artist please visit our website. www.livingartsdetroit.org/teaching-artist-inquiry-form