

Hiring Timeline: The timeline listed is our best estimate and intended to help applicants with planning throughout the process. If the timeline changes by more than a week, we will inform applicants.

- **February 13th** – Job posting closes
- **February 14th - 18th** – First round of interviews
- **February 21st - 25th** – Second round of interviews
- **February 28th** – Estimated Hire Date

Arts in Education Advocacy and Outreach Assistant

Reports to: Arts in Education Program Manager, *Creative Aging, Performing Groups, Media*

Classification: Non-Exempt, Part-time

Compensation: \$ 25 per hour at 14 hours per week

Location: Brooklyn Arts Council's office is in DUMBO, Brooklyn. While the staff is currently working remotely, we are in transition to an in-person and remote hybrid work schedule as health and safety guidance allows. Staff members work in the field as necessary.

About Brooklyn Arts Council:

Celebrating more than 50 years of service, Brooklyn Arts Council (BAC) is the borough's leading nonprofit organization supporting artists and cultural groups in all disciplines. BAC is committed to serving the arts ecosystem through grants, professional development, cultural heritage programming, and arts education. By creating and supporting cultural events and platforms for Brooklynites, BAC provides forums for critical thinking and self-expression, enriches Brooklyn's cultural landscape, and generates experiences that expand horizons.

Our number one priority is the health and safety of our staff and their families, our artists, and the communities we serve. **Proof of full COVID-19 vaccination is required for employment.** If you are unable to be vaccinated for medical reasons or religious beliefs, we will consider requests for reasonable accommodation consistent with our policy, and where we are able to provide such accommodations without undue hardship to the company pursuant to applicable law.

Position Overview:

The Arts in Education Advocacy & Outreach Assistant is a creative individual with the ability to develop relationships with a diverse array of people, especially those inside and connected to public schools and senior centers. Their role is to conduct outreach activities including neighborhood research and analysis. This position will focus on accessibility and impact reporting within the sites we serve as well as creating connections to diversity initiatives and metrics reporting.

Included and additional responsibilities:

- Outreach and Advocacy
 - Neighborhood and partner research
 - Design and develop centralized tools for tracking impact of existing and future arts in education programs and initiatives
 - Support initiatives such as culturally based pedagogy, ESL, learning disability education, STEAM
 - Prepare arts impact reports
 - Develop templates for ongoing communication with site partners
- Reporting/Metrics/Administration
 - Metrics dashboard reporting
 - Tracking and analysis of the impact of Arts in Education initiatives
 - Data entry
- Amplification
 - Support Arts in Education Programs Manager on content development and digital presence (web, social, newsletter, blogs, etc.)

Desired Skills & Expertise

- Effective communication skills and ability to liaise with a variety of partners and constituents
- Previous experience with community-based programs, either education or arts related
- Familiarity with Salesforce, Asana, Slack, and Microsoft Sharepoint preferred
- Experience with video production & editing (YouTube, Vimeo, etc.), and digital publications
- Knowledge and experience working with Adobe Creative Suite (Photoshop, InDesign, Premiere Pro)
- Passion for arts education
- Interest in working as part of a dynamic team

To Apply:

Send your resume and cover letter explaining your interest in this position to

jobs@brooklynartscouncil.org with “Arts in Education Advocacy and Outreach Assistant” in the subject line.

BAC's Values:

Brooklyn Arts Council strives to foster a diverse, inclusive, and equitable workplace where our employees and volunteers – whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or ability – feel valued and respected.

We are committed to being a nondiscriminatory organization that provides equal opportunity for employment and advancement in our programs and at our worksites. We respect and value diverse life experiences and heritages, and work to ensure that all voices are valued and heard. We are committed to modeling diversity and inclusion for the arts community in Brooklyn, and to maintaining an inclusive environment with equitable treatment for all.

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