Arts in Education Program Manager, Schools, Metrics, Equity

Reports to: Arts in Education Director  
Classification: Exempt, Full-time  
Salary: $60,000

Location: Hybrid work schedule with minimum 2 days per week in-person out of our office space in DUMBO, other on-site work as necessary throughout Brooklyn.

About Brooklyn Arts Council:
Celebrating more than 50 years of service, historically Brooklyn Arts Council (BAC) is the borough’s leading nonprofit organization supporting artists and cultural groups in all disciplines. Working through the pandemic to act responsively and nimbly to the emerging needs of our community, BAC is committed to serving the arts ecosystem through grants, professional development, cultural heritage programming, and arts education provided via distance learning. 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 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.

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.

Brooklyn Arts Council prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Position Overview:
The Program Manager (Schools, Metrics, Equity) of the Arts in Education department oversees internal processes, metrics tracking, and internal program materials. This position manages all aspects of school residencies as well as develops equitable recruiting and tracking processes. This role will facilitate professional development opportunities for teaching artists as well as be present at PD workshops.

This position supervises a part time Arts in Education Assistant and works closely alongside the Arts in Education Program Manager (Creative Aging, Performing Groups, Media) for non-school residencies and performances.

**Included and additional responsibilities:**

- **TA Recruitment**
  - Equity development plan & implementation
  - Interviewing and initial selection of Teaching Artists
  - TA Orientation
  - Confiming TA availability
- **School Residencies**
  - Initial paperwork collection
  - Art supply coordination
  - Residency implementation & quality control
  - Monitoring engagement
  - Teaching Artist and Partner Teacher support
  - Site visits including event attendance
  - End of residency form collection
- **Non-school residencies**
  - Art supply coordination
- **Professional Development**
  - Bac-led PD facilitation and presentations
  - Facilitation of Artist-led PD opportunities
- **Reporting/Metrics/Admin**
  - Departmental project management oversight
- **Amplification**
  - Development of internal program materials

**Preferred Experience & Skills:**
Prior experience in arts management and supporting artists; Experience partnering with educators and administrators in New York City Schools; Familiarity with digital platforms Salesforce, Jotform, Asana; Strong communication skills across different media and formats

**To Apply:**
Send your resume and cover letter explaining your interest in this position to jobs@brooklynartscouncil.org with “Arts in Education Programs Manager, Schools, Metrics, Equity” in the subject line.