Position: Program Associate, Regional School and Community Programs
Classification: Non-exempt, Part-Time Position
Reports to: Manager, Regional School and Community Programs

About Studio Institute:
In July of 2016, the Studio in a School Association, Inc. launched the Studio Institute, LLC. Informed by over forty years of experience in NYC Schools, the Studio Institute shares program designs, develops curriculum resources, implements programs and professional development initiatives. Together, Studio Institute and Studio in a School NYC realize the mission and vision of the Studio in a School Association.

Studio Institute, LLC seeks a dedicated, organized, experienced NJ-based arts administrator to join a small talented team working in a fast-paced start-up. The Program Associate, Regional School and Community Programs will support programs for artists, students, and partners; keep accurate records and maintain effective communication with expansion sites and artist instructors; work out of the Studio office in NYC as needed; and play a significant role in ensuring the quality of Studio Institute programs in Newark, NJ and other cities.

The associate serves as a local liaison and supports artists, community partners, and school administrators, while developing the community's understanding of the Studio in a School methodology. To date, the expansion program serves students in Pre-K through Grade 8 at 16 sites in 4 cities and has 11 part-time artist instructors. In the 2023-2024 school year, Studio Institute plans to expand to 22-25 sites and employ 12-18 part-time artist instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Program Coordination – 75%
- **Gather and execute details and logistics** for Studio programs and events to ensure that necessary space(s) and equipment are set up, materials are prepared, hospitality is ordered and/or available, sign-in sheets prepared, etc.
- **Follow up on communication** with expansion sites and artist instructors regarding scheduling needs, policies, upcoming events, and other pertinent information.
- **Request, order, and track supplies** for all expansion cities to ensure that sites have appropriate inventory of necessary art supplies for implementation of Studio Institute programming.
- **Distribute and collect necessary paperwork and materials** for expansion programs as needed.
- **Attend planning meetings, site visits, workshops**, etc. related to Studio Institute activities as needed for various locations throughout the area.
- **Serve as an additional resource for faculty** regarding scheduling needs, policies, procedures, etc.
- **Collaborate with the Studio Institute staff** to effectively expand the presence of Studio Institute programs throughout current cities and effectively support the delivery of special events and new projects as needed.
- **Assist with the recruitment and training** of artist instructors as needed.
Program Data Management – 25%

- Distribute, collect, and track program paperwork, such as media releases, pre and post program evaluations, and attendance sheets for assigned programs.
- Collect and report necessary statistical information for assigned programs.
- Collaborate with Manager, Regional School and Community Programs to review and edit program paperwork and develop and track program deadlines.
- Support the documentation and archiving of Studio Institute programming and documents.

POSITION REQUIREMENTS:

- Bachelor’s degree required. Knowledge of visual arts education and arts/non-profit administration a plus.
- Experience overseeing the logistical operations required to produce arts and/or educational programs, and working with diverse populations of students, artists, schools, and staff preferred.
- Available 2 days each week for remote work and to travel to local sites throughout Northern NJ as needed and, if necessary, work from Studio Institute office in NYC.
- Highly skilled in using MS Office Suite, Google drive, In Design and digital file management.
- Ability to handle multiple projects, collaborate with other staff members, and work well in a fast-paced, changing environment.
- Strong interpersonal and communication skills (oral and written).
- Detail oriented, organized, and flexible.
- Demonstrates a passion for learning; a commitment to inspire the adults who influence young people through visual arts education; and a commitment to address the diversity of the population.

THE IDEAL CANDIDATE WILL HAVE:

- Experience in coordinating arts programs and protocols which reflect diversity, equity and inclusion.
- Familiarity with the schools and communities of local expansion cities (Newark, NJ; Cleveland, OH; Greenwich, CT).
- Fluency in Spanish.
- Ability to take initiative, positive attitude, and a sense of humor.
- Able to work flexible hours, evening and weekends as arranged in advance.
- Willingness to take on additional responsibilities as requested.

Studio Institute requires all employees to be fully vaccinated (including booster vaccination) for COVID-19 prior to starting work, unless precluded from doing so by applicable law. Proof of vaccination is required prior to applicant’s first day of work.

Pay rates range from $23-27.50/hour. Pay rates are commensurate with experience.
We are reviewing applications now through October 7th, 2023 for this part-time position. To apply, use this link to submit an application with the following:

- Uploaded resume or link to a website where your professional resume can be viewed
- Cover letter (uploaded or written in application) or an introductory video

Only complete applications will be considered. Questions? Email jobs@studioinst.org. No phone calls please.

Studio Institute, LLC seeks to hire staff reflecting the diversity of the communities we serve. All positions at Studio Institute are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.