



## **Associate Manager for Bloomberg Arts Internship (BAI), Teen Programs**

### **Job Description**

Studio Institute (Studio) seeks a full-time administrator and instructor for executing a diverse portfolio of programs for teen and college students that include career-related internships, skill-development workshops, and workshops for visual arts careers. **This role is a full-time contract position, projected to last two years.**

This role will report to the Manager, and work alongside the two Associate Managers within Teen Programs in planning and implementing the Bloomberg Arts Internship (BAI), a paid summer and school year internship program for NYC public high school students, which includes college and work readiness and arts engagement opportunities.

During the fall and spring seasons, the Associate Manager supports the BAI program in two parts: managing the School Year internships, where a select number of summer interns continue to intern into the school year, following a hybrid model of in-person and remote work, and also, planning the summer BAI program. During the summer, this role will include teaching and facilitating workshops and programs for BAI at off-site classroom locations. Alongside BAI, this role will support the implementation of other teen programs, which include the Teen Apprenticeship Program (TAP), a two-part apprenticeship and paid internship program that trains teens how to teach visual art to elementary summer camp students and Studio Intensives, a series of visual art workshops for students interested in building their college art portfolios.

The ideal candidate will have experience managing administrative tasks and is passionate about mentoring and cultivating a community of young people and enjoys working with dedicated teens.

### **Primary Duties and Responsibilities**

#### **Administrative:**

- Establish program timelines and deliverables.
- Manage partnerships with arts and cultural organizations that host internships and with organizations and instructors that lead college and career readiness curriculum for the BAI program.
- Maintain databases of contact information for organizational partners and students.
- Coordinate space rentals for classes and workshops.
- Oversee and schedule arts engagements that strengthen interns' interests in the arts and provide exposure to professional career paths.
- Contribute to student recruitment, selection, and onboarding process.
- Provide day-of logistical support for teen programs, such as setting up and cleaning workshop spaces.
- Support hiring paperwork collection to onboard students for summer program.
- Supervise teen interns, college mentors, and a team of part-time artist instructors.

**Planning & Instruction:**

- With the teen programs team, co-plan and lead orientation training sessions for college mentors, who will be chaperoning and mentoring teen interns.
- Co-facilitate planning meetings for artist instructors.
- Lead professional development workshops for teen interns.
- Conduct planning meetings and orientation sessions for external partners prior to start of summer program.
- Model best practices by integrating social-emotional learning strategies.

**Alumni Engagement:**

- Cultivate a network of BAI alumni and assist in developing long-term plans for engagement; manage elected alumni to create engaging alumni programming.
- Track growth of teen programs alumni, from college to careers.
- Provide one-on-one advisement sessions for teen interns and college mentors on career guidance (resume & cover letters).

**Position Requirements:**

- Bachelor's degree required, preferably in Art Administration, Art Education, Art History, or a related degree. Master's degree preferred.
- 3-5 years of paid full-time work experience managing art programs for teens (ages 14-18), preferably within an office environment. In lieu of the preferred Master's degree, 2-3 additional years of work experience.
- Must be fully available to work May through mid-August.
- Experience supervising college students and staff members.
- Knowledge of visual arts education and New York City's arts non-profits.
- Experience advising teens and college students about career options, both in group and one-on-one settings.
- Experience with administrative tasks within an educational setting: organizing hiring paperwork, creating spreadsheets of student information, and coordinating schedules.
- Experience working with young people with diverse backgrounds, experiences, and interests.
- Ability and willingness to collaborate with course instructors and Studio staff.
- Willingness to attend meetings, trainings, and complete paperwork.
- Proficiency in using technology platforms including MS Office (Excel, Word, PowerPoint) and digital communication platforms (MS Teams, Zoom, Google Meets).
- Meet background check requirements and receive fingerprint clearance.

**Job Type:** Full-time, exempt

**Salary Range:** The salary range for this position is \$64,000 to \$66,000, depending on experience. We welcome an open discussion with any interested candidates about the full compensation package.

**Location:** We are currently working on a hybrid schedule. This position will be asked to work at least 4 days per week in our office at 410 W 59th St, New York, NY, or in the field, though this schedule may change.

**Hours:** As a member of the administrative staff, the individual in this position is expected to work from 9 AM to 5 PM each workday, Monday to Friday. Any schedule shift must be requested in advance and receive approval from the supervisor.

**Benefits:** Paid time off, Medical/Dental/Vision/Life Insurance, Pre-tax Flexible Spending Accounts (FSAs) and Commuter Benefits, 403b Retirement Plan, AFLAC supplemental benefits, and Employee Assistance Program (EAP).

**COVID-19:** Please note that Studio recommends that all new hires be fully vaccinated and boosted against COVID-19 before the start date. It is optional for employees to wear a well-fitting mask in our office when the NYC COVID-19 Community Risk Level is “moderate” or “low” based on the CDC website or employees are at a school/worksite where mask-wearing is not required. However, mask-wearing in our office is still required when the NYC COVID-19 Community Risk Level is “high” based on the CDC website or someone has returned to work on Day 6 through Day 10 following confirmed COVID-19 illness.

## **TO APPLY**

Submit cover letter and resume to: [jobs@studioinst.org](mailto:jobs@studioinst.org). No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

## **Who We Are**

Since 1977, The Studio in a School Association (SIAS) has provided artist-taught visual arts programs in New York City, bringing nearly 700 professional artists into classrooms as teaching artists and role models for more than one million students. Based upon the success of our programs and partnerships under the direction of Thomas Cahill, SIAS formed Studio Institute (Studio) in 2016, naming him its president.

The goal of the new organization is to expand the scope to provide programs and create new partnerships with communities and cultural organizations nationwide. Studio is currently working with partners in Baltimore, Boston, Chicago, Cleveland, Memphis, Newark, New York, Philadelphia, and Providence. Studio shares tested innovations, visual arts curricula, classroom program models, professional development models, arts internships, research grants, and assessment methods with arts and educational communities nationwide.

*If much of this job description describes you, please apply for this role. Research shows that women and people from underrepresented groups often apply to jobs only if they meet all the qualifications. We recognize this and encourage those with relevant skills and experience to apply.*

*Studio Institute, LLC seeks to hire staff reflecting the diversity of the communities we serve. All 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.*