



Position: Program Associate

Classification: Non-Exempt

Reports to: Manager, Teen Programs; Manager, Arts Intern Program

Studio Institute seeks a dedicated, organized, and innovative arts professional to join a dynamic and talented team. Working in a fast-paced arts organization, the Program Associate will implement a diverse portfolio of workshops, internships, and college and career development programs for teens and college students. In addition, the Program Associate will play a key role by providing administrative structure to programs to support students' academic and professional trajectories. This is an exciting opportunity for a hands-on program professional to work in a cross-functional team and make an impact in visual arts education and teen career development.

In July of 2016 the Studio in a School Association, Inc. launched the Studio Institute, LLC (limited liability company). Informed by Studio in a School's 40+ years of experience in NYC Schools, the Studio Institute creates new arts partnerships, shares program designs, develops curriculum resources, implements professional development initiatives, offers teen and college internship programs, conducts arts education research, and disseminates Studio's programs nationally.

Primary Responsibilities Include:

- Managing a large volume of information, such as organizing detail-oriented spreadsheets, student records, and program documentation, and processing student applications for multiple teen and college programs
- Collaborating with the Institute team to ensure quality programming, from program development through execution, for a diverse portfolio of programs for teens and college students that include career-related internships, skill-development workshops, and classes for visual arts careers
- Collaborating with the team in creating a safe and empowering space that promotes diversity, equity, and inclusion
- Supervising PT staff and mentors
- Tracking interns' and mentors' hours
- Assisting in the collection of benchmarks and program metrics, which includes input for grant requests and presentations at relevant meetings
- Acting as the primary point of contact regarding teen and college student applications; assisting in coordinating outreach and recruitment of students and college arts mentors
- Assisting in coordinating placement sites for summer internships with community organizations and cultural partners and liaising with them during program execution
- Providing logistical support and ensuring supplies and meals are available as needed for curriculum requirements
- Assisting in providing program participants with skill building and resources related to workplace readiness, career exploration, academics, and individual interests
- Working closely with Communications team to develop promotional materials, including on social media
- Cultivating a network of alumni from teen programs and assisting in developing long-term plans for engagement
- Supporting the administration of other projects as assigned by senior management.

Requirements:

- B.A. degree in a relevant field preferred
- Must be available the entire summer program season (**early June – mid-August**) and occasional Saturdays
- 3–5 years' paid experience in visual arts education and/or teen career development with administrative experience strongly preferred

- Experience handling multiple projects and deadlines; detail-oriented with strong writing and interpersonal skills; self-motivated and proactive in problem-solving; willing to learn from mistakes
- Proficient in advanced MS Office (Word, Excel, and Outlook) and Google Suite; experience with Submittable and SurveyMonkey a plus
- Must be able to provide proof of COVID-19 vaccination upon hire.

Position:

Start Date: Immediate

Job Type: Full-Time, 35 hours; 9 a.m.– 5 p.m. with a one-hour unpaid meal break

Benefits: Generous PTO, Medical/Dental/Life/Vision Insurance, Pre-tax Medical Flexible Spending Account (FSA) and Commuter Benefits, Employee Assistance Program (EAP), and 403b Retirement Plan.

To Apply:

Email resume and cover letter to jobs@studioinst.org

Address to: “SI Program Associate” in the subject line. No phone calls, please.

Studio Institute seeks to hire staff members who reflect 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, employment status, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.