



**Position: Arts Intern Program Manager**

**Classification: Exempt**

**Reports to: President, Studio Institute**

Are you looking for an opportunity to make a difference? In 2016, the Studio in a School Association, Inc. launched the Studio Institute, LLC to expand its scope nationally. Informed by Studio in a School's 40+ years of experience in New York City, we provide opportunities for learners of all ages through visual arts education and career development programs.

We are seeking an experienced, organized, and innovative arts professional to implement and expand **Arts Intern**, a college internship program that has served nearly 700 students and more than 100 cultural institutions in eight states. Working in a mission-driven organization and as part of a talented/dynamic team, serving as the Arts Intern Program Manager is a rare and exciting opportunity to make a real impact. The incumbent will manage the Arts Intern program, which introduces career opportunities in museums and the arts to college students from diverse backgrounds across multiple cities, and provides students with access to the skills, experiences, and opportunities that support their career choices. Studio Institute is committed to creating a workplace that respects and values diversity. We strongly encourage candidates who represent the communities that we serve to apply for this position.

#### **About Studio Institute and Arts Intern Program**

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. **Arts Intern** was founded by Agnes Gund in 1999 to introduce college students from low-income backgrounds to museum careers through internships that pay a competitive wage. We serve students in Baltimore, Boston, Chicago, Cleveland, Memphis, New York City, Philadelphia, and Providence, pairing them with mentors, internships in arts and cultural institutions in their communities, and opportunities to engage with the arts through ongoing educational programming.

The incumbent will manage all aspects of the program, both directly and supervising a small team of full- and part-time staff.

#### **Primary Responsibilities Include:**

- Collaborating with the Studio team to ensure quality Arts Intern programming, from program development through execution and evaluation.
- Creating a safe and empowering space that promotes diversity, equity, and inclusion.
- Cultivating and fostering strong relationships with cultural institutions, schools, and participating students.
- Conducting and supervising outreach and recruitment to students, schools, cultural institutions, and local arts organizations.
- Reviewing student and host site applications; organizing and maintaining program files, records, and documentation.
- Drafting program materials, including promotional materials, website copy, handbooks and program protocols, and student assignments, and developing and executing presentations about the program to a variety of audiences
- Developing a series of group site visits and events with museum professionals at cultural organizations in multiple locations.
- Providing program participants with structure and resources needed to help them succeed in the program.
- Assisting in the collection, evaluation, and utilization of program metrics, including input for grant requests and feedback to funders.

- Appropriately delegating tasks and responsibilities to a shared program coordinator and a team of regional part-time coordinators.
- Tracking and managing program expenses, such as regranting, issuing stipends, compensating consultants, approving payroll for relevant Studio employees, and making travel/lodging arrangements.
- Cultivating a network of program alumni and developing long-term plans for engagement.
- Pursuing program expansion opportunities.
- Contributing to administration of other projects, as needed.

**Requirements:**

- BA/BFA degree in a relevant field, MA/MFA preferred
- Availability to work the entire summer program season (early June – late August)
- Availability for short-term travel to participating cities, particularly in summer and early winter, for program planning and execution (approximately 30 days in total annually)
- Deep knowledge of museum roles and the arts & cultural field
- Strong networking, public speaking, and interpersonal skills
- Strong cultural competence with respect for and extensive knowledge of the cultures of the communities we serve
- Experience handling multiple projects and deadlines
- Creative and innovative mindset to keep program relevant and responsive year to year
- Self-motivated and proactive problem-solving skills; willingness to learn from mistakes
- Attention to detail
- Strong writing skills
- 3+ years of experience in visual arts education and/or museums strongly preferred
- Experience working/communicating with young adults and emerging professionals preferred
- Proficiency in MS Office and Google Suite; experience with Submittable and SurveyMonkey a plus
- Fully vaccinated with an FDA-authorized COVID-19 vaccine (or approved for an exemption for reasonable accommodation).

**Position:**

Start Date: Immediate

Job Type: Full-Time, 35 hours per week: M–F, 9am–5pm. Requires flexibility during nonstandard hours.

Annual Salary: The range is \$70,000–\$85,000, based on experience.

Benefits: Generous paid time off, Medical/Dental/Vision/Life Insurance, Pre-tax Medical Flexible Spending Account (FSA) and Commuter Benefits and 403b Retirement Plan.

**To apply**

Email resume and cover letter to [jobs@studioinst.org](mailto:jobs@studioinst.org)

Address to: “Arts Intern Program Manager” 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.*