

Position: Program Associate, Expansion Programs

Classification: Non-exempt, Part-Time Position

Reports to: Manager of 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, and 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.

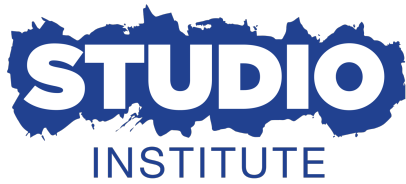
Studio Institute, LLC seeks a dedicated, organized, experienced arts administrator to join a small talented team working in a fast-paced start-up. The Program Associate, Expansion Programs will support programs for artists, students, and partners; keep accurate records and maintain effective communication with expansion sites and artist instructors; work out of the Studio office in Cleveland, OH; and play a significant role in ensuring the quality of Studio Institute programs in Cleveland, OH 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 has served students in Pre-K through Grade 8 at 14 sites in four cities and has nine part-time artist instructors. In the 2022–2023 school year, Studio Institute plans to expand to 18 sites and employ 15 part-time artist instructors.

Primary 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.
- Assist with the recruitment, interviewing, hiring, and training of artist instructors as needed.
- Collaborate with Studio staff to effectively support the delivery of special events and new projects as needed.



Program Data Management – 25%

- Distribute, collect, and track 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 of Regional School and Community Programs to review and edit evaluations and paperwork to ensure they are ready for distribution.
- Collaborate with Manager of Regional School and Community Programs to develop and track deadlines for needed program evaluations and paperwork.
- Support the documentation and archiving of Studio Institute programming and documents.

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 to travel to local sites and/or work from local Studio Institute office in Cleveland, OH at least two days each week.
- Ability to multi-task, 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.
- Highly skilled in using Google drive, MS Office Suite, InDesign, and digital file management.
- 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.
- Experience in coordinating arts programs and protocols which reflect diversity, equity and inclusion a plus.
- Familiarity with the schools and communities of the local expansion city a plus (Cleveland, OH or Newark, NJ).
- Sense of humor, ability to take initiative, and a positive attitude a plus.
- Able to work flexible hours, evenings, and weekends as arranged in advance.
- Willingness to take on additional responsibilities as requested.

Compensation:

The salary for this position is commensurate with experience.

To apply:

Email resume and cover letter to jobs@studioinst.org. Please use "Program Associate, Expansion Programs" in the subject line. No phone calls, please.