



Young
Audiences
Arts for
Learning

Position: Program Manager, Network Initiatives

Status: Full-time, salaried

Start Date: August 1, 2023 or until filled

Salary Range: \$50,000-\$60,000

About Us

Founded in 1952, Young Audiences Arts for Learning (YA) is the nation's oldest and largest arts in education learning network, serving more than 5 million children and youth across the country each year. We believe that the arts, from music to media arts and storytelling to sound engineering, are vital to the education and social emotional development of all students. **Our mission is to inspire young people and expand their learning through the arts.**

Young Audiences Arts for Learning, Inc. (YAI), the YA national headquarters based in New York City, helps the network of nearly 30 YA affiliates play a decisive role in all young people's education and development. YAI builds and sustains capacity of the YA affiliate network in such areas as leadership, teaching artist development, and diversity, equity, inclusion, access, and belonging, leading professional learning and driving cross-affiliate collaborative programs. YAI provides grant opportunities for affiliates to foster development of innovative practices and convenes the network through annual conferences and leadership forums. For more information about Young Audiences, please visit: <http://www.ya.org>

Statement on Diversity, Equity, Inclusion, and Access

Young Audiences is dedicated to advancing diversity, equity, inclusion, access, and belonging (DEIA&B) in all areas of our work, while furthering education, engagement, and action around these principles across our affiliate network. DEIA&B is a core focus of network leadership convenings, professional learning programs, national initiatives, and advocacy efforts. We know that the health, vitality, and ultimate success of Young Audiences is dependent upon the participation of people from a variety of backgrounds at all levels of the organization. YAI has made a long-term commitment to maintain and increase diversity in board membership, staff, programs, and artists, while fostering a dynamic and supportive work culture that values diversity, inclusion, and respect. We strongly encourage members of historically underrepresented communities to apply.

It is the policy of Young Audiences Arts for Learning to ensure equal employment opportunity without discrimination or harassment on the basis of race, creed, color, national origin, ancestry, sex, age, religion, disability, marital or civil partnership/union status, familial or caregiver status, alienage or citizenship status, sexual orientation, gender identity or expression, pregnancy, military or veteran status, unemployment status, or any other characteristic protected by federal, state, or local law.

Position Overview

Working closely with the Director of Strategic Partnerships & Network Relations, the **Program Manager, Network Initiatives** will provide essential support for the execution and ongoing management of national initiatives at YA, including the YA National Residency Teaching Artist Credential; the Responsive Arts in School Education (RAISE) program, a national teaching artist training initiative centered around healing-centered and culturally-sustaining practices; and professional learning, grants, and convenings led by the YA national office. The position will be responsible for supporting the management of YA programs and network-wide events, including managing logistics, communicating with multiple stakeholders, supporting data management for research and grant reporting, and providing operational support of events of national scope. *The position will be conducted on a hybrid basis at this time, with some days working remotely and other days in-person each week at the YA National Office in midtown Manhattan.*

Core Responsibilities

The Program Manager, Network Initiatives will support in the planning and implementation of YA national initiatives and events; this will include:

- Program management of a multi-state arts learning initiative which provides healing-centered and culturally-sustaining online professional learning for teaching artists as well as in-school teaching artist residencies; this includes data tracking and timeline management, facilitation and logistical support for meetings, drafting communication and key documents, supporting teaching artist participants, scheduling and participating in meetings with numerous stakeholders, providing planning and implementation support for online professional learning sessions, coordinating documentation and data collection and supporting dissemination, collecting relevant metrics for reporting, and supporting budget tracking and accounting
- Supporting administration of the YA National Teaching Artist Credential program, including coordinating the application and adjudication process, scheduling program leadership meetings and taking/distributing notes, engaging and planning with Credentialed artists, and supporting ongoing TA professional learning
- Supporting online professional learning opportunities for YA network staff and leadership, providing live support during events and supporting event facilitation
- Supporting the execution of YA's annual National Conference, including coordination with event venue, expense tracking, correspondence with event presenters and attendees, and supporting planning and assessment
- Managing grant programs at YA, including the preparation, collection and logging of applications and reports, supporting affiliate applicants, and participating in strategy-sharing sessions for grantees
- Drafting program summaries, highlights, and anecdotes for grant reporting and network communications (in collaboration with Communications and Development staff)
- Assistance with other programs and events as necessary

Position Requirements

- 5+ years of relevant working experience
- Excellent time management and organizational skills
- Excellent spoken and written communication skills
- Ability to multitask and juggle priorities

- Commitment to contributing to an inclusive working and learning environment

Preferred

- Computer literacy and familiarity with information management/tracking
- Familiarity with current practices in arts education and/or youth development
- Experience teaching or facilitating with young people and/or adult learners
- Passion and joy for building opportunities for young people to access learning through the arts

Compensation and Benefits

Salary range for this position is \$50,000-\$60,000, commensurate with experience. Our comprehensive benefits include paid holidays and annual vacation time, flexible sick time, and highly subsidized health and dental care. Young Audiences supports ongoing professional learning and development and encourages the professional growth of its staff.

Application Instructions

Please send a cover letter and resume, including at least two references, to jobs@ya.org. Please include the position title in the subject line. No phone calls, please. Due to the volume of applications, only applicants who have been selected for an interview will be contacted.