

## **ABOUT YOUNG AUDIENCES**

Young Audiences New Jersey & Eastern Pennsylvania's (YA) mission is to inspire young people and expand their learning through the arts. We envision a future in which all students have the opportunity to engage in quality arts learning that nurtures creativity, cultural awareness, and the development of critical thinking and learning skills.

Since its founding in 1973, YA has grown into the region's largest and most comprehensive arts in education organization. Last year, YA presented programs to over 360,000 students and teachers in over 500 schools throughout NJ and Eastern PA.

Young Audiences values and embraces diversity in all ways. We strive to remove the barriers to arts participation. Our goal is to reach every child in our region with the arts.

### **Arts Education Fellow**

**October 2018-June 2019**

**20 Hours/Week**

### **Position Description**

The Arts Education Fellowship provides on the job learning and growth for an emerging arts administrator. Direct project work will offer experience in school-based arts education programming using professional teaching artists. Connection and collaboration with the YA staff and organization offers experience in the non-profit sector and in the inner workings of an established, leadership arts education organization.

The Arts Education Fellow will coordinate and manage Young Audiences' Adopt a School programming, primarily focusing on Trenton and areas of South Jersey. The Fellow will maintain relationships with educators, school leaders, and other program partners to plan and deliver programming for students and families. Participating schools have a history of working with Young Audiences and the Project Fellow will sustain positive relationships with all constituents. Fellow is part of the Education Department at Young Audiences and reports to and is mentored by the Arts Education Operations Director. The successful candidate is highly motivated, mission focused and is comfortable taking initiative. Responsibilities include:

- Develop and manage contracts and partnerships with schools and partner organizations
- Facilitate in-school artist residencies and programs with artists of various disciplines, including identifying appropriate teaching artists, conducting planning with school contacts, generating contracts, monitoring programs in progress and supporting all parties so that students' arts experiences are strong and meaningful
- Collaborate with development staff to provide timely program reporting and data as needed
- Develop and monitor project budgets, assuring that program goals are met within budgetary guidelines

Additional learning experiences include the opportunity to:

- Participate in organization-wide efforts to assess quality and impact of programming
- Opportunity to shadow YA staff including Development, Programming, Marketing and PR, and Education.
- Attend arts education convenings and networking opportunities

### **Qualifications**

- Experience in education, arts education and/or arts administration
- Demonstrated ability to communicate effectively—both verbally and written—with individuals from a variety of backgrounds.
- Due to this project's focus in Trenton, experience working with urban school communities is strongly preferred.

- Demonstrated ability to work fluidly with technology including MS Office Suite, experience with Salesforce is a plus.
- Inherent desire to set and achieve goals; persistent and consistent efforts are keys to success in this role

#### **Additional Information**

- The ideal candidate is able to start in early October and commit to the fellowship through early June.
- A car and driver's license and the ability to travel to schools within our service region of New Jersey and Eastern PA is required. Mileage is reimbursed.
- Ability to work during school hours is required.
- Young Audiences values diversity, equity and inclusion in all ways.
- People of color and individuals with disabilities are encouraged to apply.
- Candidates from Trenton and the Trenton area strongly encouraged to apply.
- Young Audiences New Jersey & Eastern Pennsylvania is an Equal Opportunity Employer.
- Compensation: \$1,400/month for 20 hours/week, paid bi-monthly.

Candidates should submit a cover letter expressing the reasons for their interest, and resume to Liz Winter-Kuwornu by email to: [YAjob@yanjep.org](mailto:YAjob@yanjep.org) with the subject line: Arts Education Fellow. No phone calls please. Applications will be accepted until fellowship is filled.