Young Audiences: Artists-in-Education Program Administrator

We are seeking a highly motivated candidate to administer and support the Artists-In-Education Residency Grant Program (AIE). This program is carried out through a partnership between Young Audiences New Jersey & Eastern Pennsylvania and the New Jersey State Council on the Arts. Strong organizational, communication (both verbal and written), computer, budget management, and collaboration skills are essential. BA in Fine Arts, Education or other related field is required as is 3-5 years of experience in program administration. Awareness of current issues facing the New Jersey education system is a plus, as is experience writing successful grant proposals.

BACKGROUND: The mission of the AIE Program is to make the arts a basic part of a sound, quality education for all students from pre-kindergarten through grade 12, and to provide quality professional development for teachers through long-term residencies with professional teaching artists. The AIE program provides long term artist residencies (20+ days) in schools across the state. The AIE Administrator implements the program, reports to the Directors and works closely with the representatives from the partner organizations. More information about the program can be found at www.njaie.org.

QUALIFICATIONS:
The AIE Administrator should:
• Express an abiding belief in and understanding of the importance of arts in education for all young people
• Possess a collegial and collaborative spirit, display flexibility and prioritize effectively
• Demonstrate the capacity to work effectively with multiple directors, collaborate with staff and oversee the program's operational and financial well-being
• Demonstrate strong communication skills, both verbal and written
• Demonstrate knowledge of and the ability to work fluidly with technology including MS Office Suite with advanced Excel skills, social media and web design tools
• Hold appropriate academic credentials including a BA in Fine or Performing Arts, Education or other related field, plus 3-5 years of experience in arts or education program administration

RESPONSIBILITIES & DUTIES:
The AIE Administrator:
• Assumes responsibility for all aspects of program management
• Represents the AIE Residency Program to the public through building and sustaining relationships and partnerships with teachers, school administrators, teaching artists, funders, schools, and community organizations
• Ensures the adequacy and integrity of the financial operations of AIE including stewardship of donor and state grant dollars
• Establishes financial goals, program objectives, and operational plans with the Directors and staff for programming, assessment, fundraising, marketing, and special projects
• Reviews and evaluates the performance of AIE, measures performance against key objectives, and takes steps necessary to improve performance
• Oversees, plans and implements professional development opportunities for teaching artists and teachers, artist mentorships, technical assistance workshops, conference presentations, and seminars
• Manages all aspects of the school grant application and panel review process
• Coordinates all residency evaluations, grant reports, and state filings
• Supports the Development Director with grant-related requirements including grant writing, reporting, budgeting and evaluation
• Supports the Marketing and Communication Director with marketing and outreach efforts
• Coordinates communications, meetings and grant records
• Maintains communication with AIE partner agencies’ staff, school staff and teaching artists to ensure integrity of and support for the program
• Maintains databases of AIE school grant applicants, AIE artist applicants and contacts

COMPENSATION & POSITION TYPE: Salary commensurate with similar non-profit positions and with experience. Full-time salaried position with benefits including 401(k) and 125 Cafeteria Plan options.

This position is based in Trenton. Candidate must drive and have the ability to travel around NJ for site visits, meetings and program activities.

Please send resume and cover letter as attachments to aiejob@yanjep.org. Deadline for applications is December 14.