

New Urban Arts
Rhode Island 21st Century Community Learning Centers – RFP 2017
Appendix A

Job Descriptions of Key Staff

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Director of Programs (21st CCLC Director) Job Description

The Director of Programs designs, manages, and oversees year-round arts programs for high school students and emerging artists. Notably, they are the full-time Director for New Urban Arts' 21st Century Community Learning Center grant. They connect with the community (high school students, artist-mentors, parents, and school personnel) to create a learning environment that conveys a sense of belonging, risk, and responsibility. They work closely with the executive director to assess the effectiveness and ensure the feasibility of programs. They strive to foster a rewarding workplace that is stimulating, trusting, and results-oriented, where the mission of New Urban Arts can thrive.

Time: Full-Time

Supervisor: Executive Director

Compensation: \$51,368

Responsibilities

Ensure New Urban Arts' educational programs for Providence youth and artist mentors are designed and delivered to meet the highest standard:

- Set annual program plan, including goals, outcomes, indicators, and calendar.
- Design and implement program strategies so that New Urban Arts' programs work toward the organizational mission, embody its values, work toward its educational goals, and satisfy obligations to funders.
- Manage and implement the recruitment, professional development and evaluation of artists and educators.
- Oversee program evaluation, including measuring the diversity of the student body, attendance, and impact.
- Infuse the New Urban Arts' programs with the best ideas from community-based arts education field, youth development field, and contemporary artistic work.
- Develop and pilot new programs and initiatives to increase New Urban Arts' reach and exposure both for past participants of New Urban Arts (youth and alumni) and new audiences.
- Oversee youth leadership development programming and support youth-led activities.
- Cultivate existing relationships and implement strategies that will maximize the synergies among program areas.
- Oversee community building efforts and studio celebrations/traditions to further develop meaningful relationships between high school students, artists, and educators.
- Oversee creative place making design and use of storefront studio space to reflect and embody the values of New Urban Arts (for example, overseeing design of the studio library).
- Support other organizational efforts as necessary.

Utilize resources effectively and efficiently to create a culture and environment in which young people, artists, and educators can grow and thrive:

- Ensure that every youth enrolled in our programs is offered and encouraged to develop a consistent, stable relationship with an adult mentor and provided support whenever necessary.
- Ensure that all students, staff, and guests feel welcome and safe.
- Ensure that the physical studio is safe and that safety measures are in place for students and volunteers.
- Sustain a positive work environment and culture as a learning community.
- Supervise program staff, interns and volunteers.
- Support advancement efforts for future program growth.
- Manage program budget.

Engage our constituents, stakeholders, and the broader community in support of and participation in New Urban Arts' programs:

- Seek out and build partnerships and opportunities that are beneficial to New Urban Arts' programs and students.
- Oversee the ongoing recruitment and engagement of high school students.

Enhance New Urban Arts Image in the Community:

- Manage and promote events, exhibitions, publications and performances.
- Speak on behalf of New Urban Arts.
- Provide support and mentorship to artists and educators launching arts initiatives and programs.
- Create and share publicly artwork or ideas about community arts practice.

Qualifications:

- A commitment to New Urban Arts' mission and values.
- A minimum of a bachelor's degree and a graduate degree in education, arts management or a related field OR a bachelor's degree and five years of experience in a director-level position with similar responsibilities.
- Experience with high school students.
- Management experience, including volunteer management.
- An interest in working with high school aged youth in a community setting.
- Excellent written and interpersonal communication skills.
- An ability to work in a shared and open office space.
- An ability to work both collaboratively and independently.
- Flexibility, inclusiveness, responsiveness, and the ability to handle stress without contributing to it.
- Experience managing grant reporting requirements.
- Familiarity with various data systems for tracking student outcomes.

Central Expansion Program Site Director Job Description

The Site Director of the Expansion Program at Central High School, designs, manages, and oversees afterschool and summer programs for Central High School students and their families under a 21st Century Community Learning Center grant. They connect with the community, including students, teachers, parents and administrators, to create a learning environment that conveys a sense of belonging, healthy risk, and responsibility. They work closely with Central High School administration to assess the effectiveness and ensure the feasibility of programs. They strive to foster a program that is stimulating, trusting, and results-oriented. The Site Director is supervised by the Director of Programs at New Urban Arts and has daily, on-site accountability to the administration at Central High School.

Time: Full-Time

Supervisor: New Urban Arts Director of Programs

***On-Site Accountability:** Central High School Principal

Compensation: \$55,000-\$60,000, depending on experience

Responsibilities:

Ensure that the programs and services of the Central Expansion programs are designed and delivered to meet the highest standard.

Program Operations:

- Operate the day-to-day activities of the 21st Century program leading to established outcomes, including supervision of staff, partners, and volunteers.
- Manage program budget composed of funds from 21st Century Community Learning Center Grant with New Urban Arts and Central High School's Title I Funds.
- Work with teachers to ensure linkages among programs and with school day instruction.
- Work with the mental health team at Central to ensure linkages to school day wellness strategies.
- Facilitate weekly meetings with school principal and assistant principals to provide updates on progress made and plan for upcoming work.
- Participate in quarterly governance meetings, including reporting out on program progress, successes and challenges.
- Facilitate other necessary meetings between stakeholders. Recurring meeting times will be negotiated and set in advance.
- Implement youth leadership programming and support youth-led activities.
- Infuse the Expansion program with the best practices of positive youth development, and youth-centered programming.
- Design and facilitate community building efforts, and celebrations, to further develop meaningful relationships between high school students and adult program providers.

- Oversee and ensure student and staff safety in compliance with the RI Program Quality Assessment (RIPQA).
- Participate and attend occasional meetings, trainings and other organizational efforts at New Urban Arts as necessary.
Build partnerships and opportunities that are beneficial to programs and students.
- Oversee the ongoing recruitment and engagement of high school students and families.
- Provide technical assistance and resources to program providers as needed.

Supervising Program Providers and Partnerships

- Manage and implement the recruitment, professional development, and evaluation of teachers and program providers.
 - Professional Development for contracted service providers shall include training on standards and school day curriculum.
- Cultivate existing and new partnerships that will maximize resources and opportunities for Central's youth.
- Attend monthly 21st Century Community Learning Centers meeting.

Evaluation and Planning

- Oversee program evaluation, including measuring the diversity of the student body, attendance and impact.
- Oversee and ensure successful data tracking and reporting in compliance with 21st Century Community Learning Center's reporting requirements and in relation to Central's schoolwide improvement efforts.
- Set annual program plan, including goals, outcomes, indicators, and calendar.
- Develop and pilot new programs.
- Work with Central High School Principal, New Urban Arts, and service providers to implement RIPQA and make adjustments to ensure program implementation is coordinated and reflects the changing needs of participants.
- Report on feedback to steering committee, program service providers, school administration, students, parents, and the school improvement team.
- Identify and apply for funds for sustainability of programs and services.

Qualifications

- Minimum of Bachelor's Degree, preferably in Education, Youth Development, Social Work or related field.
- Minimum five years of experience working with teenagers, preferably in schools and/or community-based settings.
- Minimum three years in a management role.
- Strong project management skills and experience with complex, multifaceted projects.
- Strength in retaining individuals and teams, empowering them to grow levels of responsibility.
- Flexible, inclusive, responsive, and can handle stress without contributing to it.
- Excellent communication skills, including computer and interpersonal skills.
- Ability to translate youth development theory into practice.

Youth Programs Manager Job Description

The Youth Programs Manager promotes student success through ensuring that New Urban Arts is a welcoming and supportive space for youth, mentors and staff. Working under the supervision of the Director of Programs, the Youth Programs Manager builds community among students, mentors and staff. S/he oversees student enrollment, attendance, and supports youth leadership opportunities.

Time: Full-Time

Supervisor: New Urban Arts Director of Programs

Compensation: \$47,000

Responsibilities:

Ensure that New Urban Arts programs and services are delivered to meet the highest standard:

- Implement program strategies so that New Urban Arts' programs meet operational standards, including organizational and funding goals, mission and values.
- Oversee student recruitment, attendance and diversity of student body
- Implement youth leadership development programming and support youth led activities, including management and support of STAB.
- Oversee community building efforts and studio celebrations / traditions to further develop meaningful relationships between high school students, artists and educators.
- Oversee creative place making design and use of storefront studio space to reflect and embody the values of New Urban Arts (for example, art exhibitions, student led events, etc.)
- Ensure that every youth enrolled in our programs is offered and encouraged to develop a consistent, stable relationship with an adult mentor and provide support whenever necessary.
- Ensure that all students, staff and guests feel welcome and safe.
- Support the physical safety of the studio and safety measures are in place for students and volunteers.
- Support other organizational efforts as necessary

Engage and support teaching staff and mentors in support of and participation in New Urban Arts' programs:

- Supervise Resident Artist Mentors, Volunteer Mentors, Youth Engagement Specialist and Studio Advocate.
- Sustain a positive work environment and culture as a learning community.
- Manage and implement the recruitment, professional development and evaluation of artist mentors and other staff.

Qualifications:

- A commitment to New Urban Arts' mission and values
- A minimum of a bachelors' degree and five years of experience in youth development and three years of supervisory experience.
- Management experience, including volunteer management.
- An interest in working with high school aged youth in a community setting.
- Excellent written and interpersonal communication skills
- An ability to work in a shared and open office space.
- An ability to work both collaboratively and independently.
- Flexibility, inclusiveness, responsiveness and the ability to handle stress without contributing to it.
- Familiarity with various data systems for tracking student outcomes.

A Life After School Coordinator Position Description

The A Life After School (ALAS) Coordinator will support New Urban Arts' students in developing and implementing a post high school plan. Each year New Urban Arts graduates 40-50 high school seniors, many of whom struggle to meet their post-secondary goals. Some aspire to college; some search for employment, and some aim to grow their creative practice. The ALAS Coordinator will build the organization's capacity to inform and support students as they navigate the post-secondary landscape. The ideal candidate will be an experienced college advisor who also believes in the validity of options other than college.

Time: Full-Time

Supervisor: Director of Programs

Compensation: \$40,000

Responsibilities:

Student Advising:

- Supporting New Urban Arts Seniors in developing and implementing their post high school plans, including the college application process and alternative post-secondary options.
- Running approximately four workshops and events throughout the year including: (Fall) College Application 101; (Winter) Essay Writing Boot Camp; (Winter) Financial Aid 101; (Spring) The Not College Fair.
- Building a library of opportunities and resources.
- Support New Urban Arts underclassman to start thinking about post-secondary options and connecting them to summer learning opportunities.
- Working with New Urban Arts program staff and volunteer artist-mentors to foster an excellent, supportive learning environment.
- Working with New Urban Arts' program staff and volunteer artist-mentors to ensure that the ALAS program is widely known and understood by New Urban Arts students, that young people understand it as an essential element of our community, and that young people are recruited into the program by all staff and volunteers.
- Working with program staff to help youth develop art school portfolios.
- Enthusiasm regarding participation in rigorous professional development programs on such topics as adolescent development, prevention, conflict resolution, art education, and youth development with experts and leaders in and outside of our organization.

Evaluation:

- Building systems to track and report student and alumni outcomes.

- Tracking and reporting student outcomes, evaluate program performance, and employ learning to drive program development.
- Tracking New Urban Arts alumni as they participate and complete post-secondary plans.

Parent & Partner Engagement:

- Building partnerships with post-secondary programs and other organizations
- Working with our partners at College Visions to access college advising expertise and resources and to coordinate college visits and admissions representative interviews.
- Communicate and build relationships with New Urban Arts parents as appropriate during the college application process.

Qualifications:

- A commitment to New Urban Arts' mission and values.
- A minimum of a bachelor's degree.
- Experience coaching high school students through the college application process and an understanding of the financial aid landscape and challenges.
- Experience and understanding of art school portfolio preparation and application process as well as the art and design higher education landscape.
- An interest in working with high school aged youth in a community setting.
- Excellent written and interpersonal communication skills.
- An ability to work in a shared and open office space.
- An ability to work both collaboratively and independently.
- Flexibility, inclusiveness, responsiveness, and the ability to handle stress without contributing to it.
- A sense of humor and wonder.

Youth Engagement Associate Position Description

The Youth Engagement Associate promotes student success through ensuring that New Urban Arts is a welcoming and supportive space for everyone. Working under the supervision of the Youth Programs Manager, the Youth Engagement Specialist builds community among students, mentors and staff. S/he oversees student enrollment and attendance while supporting student leadership opportunities.

Time: 25 hours / week, 36 weeks during the school year

Supervisor: Youth Programs Manager

Compensation: \$18/hour

Responsibilities:

Oversee and support student recruitment, retention and attendance.

- Work with partner school staff to promote and support student involvement at New Urban Arts.
- Oversee and staff recruitment activities at partner schools.
- Oversee daily attendance and maintain attendance and enrollment records in database (data entry).

In conjunction with the Youth Programs Manager, promote student participation and community building:

- Facilitate community building programs and studio celebrations / traditions to further develop meaningful relationships between high school students.
- Support youth-led activities
- Form deep and close relationships with artist mentors and students, and encourage and support productive relationships and connections between those two groups.
- Communicate relevant information about student life and issues as necessary and with discretion.
- Support developmentally appropriate student participation.
- Support student and mentor connection with ancillary supports (ALAS, Study Buddies and Studio Advocate).

Support Studio Facilitation and Functionality

- Communicate student and mentor needs with program staff, Studio Organizer and Youth Programs Manager
- Support exhibition, presentation and performance of student and mentor work to the general public.

Position Requirements:

- Strong mentoring, relational and interpersonal skills, including knowledge of positive youth development, inquiry and asset-based approaches to working with youth.
- Organized and community-minded thinker and communicator, able to balance interpersonal needs with administrative deadlines.
- Basic knowledge of art media, comfortable working in a busy art studio environment filled with teenagers.
- Bachelors degree and a minimum of three years' experience working with teenagers, preferable in arts and/or community based settings.

Resident Artist Mentor Position Description

Resident Artist Mentors are New Urban Arts' staff teaching artists. They are a consistent instructional and mentoring presence for young people at New Urban Arts and have a high level of expertise in their medium along with excellent teaching and youth development skills. Resident Artist Mentors will embody our core values of connection, voice, inclusion, leadership and risk by participating in the studio life on a daily basis, creating meaningful relationships with youth, and supporting the healthy organization of an open studio.

Time: 20 hours/week, 36 weeks during the school year

Supervisor: Youth Programs Manager

Compensation: \$18/hour

Responsibilities:

- Attend weekly program team meetings before studio hours.
- Oversee one of four media areas (printmaking, two-dimensional media, music production, or sewing) including:
 - Maintaining supplies and studio equipment.
 - Supporting volunteer mentors, particularly in your medium.
 - Communicating material needs to NUA staff.
 - Ensuring students are properly trained to use materials and equipment.
- Introduce new media and techniques, support students in learning proper technique, care, and use of materials and studio equipment.
- Model authentic youth engagement, including using an inquiry, asset-based and supportive approach to meeting students' needs that promote self-esteem and self-concept of youth.
- Create and maintain a safe environment for students to develop their creative practice, including creating a learning environment clear of bias and judgment, and encouraging collaboration. Help maintain a studio space that is free of trash and debris, and is ready for students each day to work and create.
- Build relationships with students and promote relationship building between students, mentors, and staff.
- Contribute to the New Urban Arts community by participating in exhibitions, events and workshops.

Position Requirements:

- Completed at least one year as a volunteer artist mentor at New Urban Arts.
- Demonstrated mastery of your medium through experience or professional training.
- Demonstrated success working in culturally/socioeconomically diverse environments
- Experience and interest in forming positive, supportive relationships with teenagers.
- Positive and direct verbal and written communication skills, including proficient and regular use of email communication.
- Flexible, inclusive, responsive and can handle stress without contributing to it.

Volunteer Artist Mentor Job Description

Volunteer Artist Mentors promote student success through engagement and support of student's development of a creative practice. Under the supervision of the Youth Programs Manager, artist mentors will engage and guide, build relationship, and create a safe learning environment for high school students to grow and thrive.

Time: 4 hours / week for 36 weeks.

Supervisor: Youth Programs Manager

Compensation: \$500 stipend.

Responsibilities:

Engage and Guide a group of 5-10 high school students at a time:

- Introduce new media and techniques.
- Encourage students to incorporate various media within their artwork.
- Document student work and progress.
- Design and implement long-term projects.
- Demonstrate effective use of studio environment, including respect and responsibility for studio space and materials.
- Introduce students to new media, artists, galleries, libraries, museums, books.

Build relationships with young people through creative practice and community building:

- Respond to the diversity of backgrounds and experiences of students.
- Model creative process and building community within your mentoring group.
- Use an inquiry, asset-based and supportive approach to meeting students' needs that promotes self-esteem and self-concept of youth.

Create a safe environment for students to develop their creative practice:

- Create a learning environment clear of bias and judgment.
- Promote an atmosphere of collaboration and high expectations for each student.
- Support students to grow and learn.

Participate in a year-long professional development program:

- Participate in monthly mentor trainings and meetings.
- Attend two weekend retreats throughout programming year.
- Exhibit personal process as artist mentor through reflective activities.

Contribute to New Urban Arts community:

- Participate in organizational events, such as: exhibitions, annual campaign, performances, and workshops.
- Exhibit personal artwork in gallery in November.