

Job Title: Program Manager

Job Summary: The Program Manager of Youth Art exchange is responsible for carrying out the mission and programs of YAX, focusing on program support, student support and outreach, parent support, and community connections and collaborations. The Program Manager is a public spokesperson for all YAX programs and mission. This position reports to the Director of Programs. The Program Manager is a full-time position with benefits.

About Youth Art Exchange:

Our mission is to *spark a shared creative practice between professional artists and public high school students, furthering youth as thinkers, leaders, and artists in San Francisco.* We commit to serving public high school students, focusing on low-income students and students of color, through free, high quality arts education and youth leadership development programming. We create opportunities for students to gain arts, leadership, and creative sector skills through community art projects.

We love working here! We have a flexible and creative working environment that allows us to explore our own passions in youth and community arts programming. Our office does (4) 10 hour days so we are generally able to work Monday through Thursday and occasionally work some hours from home. Our staff engages in the artistic community that thrives at YAX.

ESSENTIAL RESPONSIBILITIES (*Other duties may be assigned.*)Program Support:

- Manage day-to-day operations of YAX programming and events. Primary programming includes:
 - After school arts classes
 - In-school arts classes
 - Summer intensives
 - Summer internships
 - xSpace youth arts hub & gallery
 - Youth Arts Summit
- Oversee faculty curriculum development and support implementation
- Facilitate youth, faculty, and staff input to collaboratively develop innovative arts programming
- Manage, enhance, and maintain the student, parent, alumni and school information databases
- Develop, promote, and produce YAX events including youth arts celebrations, field trips, community days, orientations, exhibitions and performances with youth, faculty, and staff

Faculty and Staff Support:

- Supervise Program Associate, Alumni/Student Administrative Interns, Teaching Assistants, Youth Advisory Board members, and other interns
- Support faculty supervision with Director of Programs
- Plan and lead monthly faculty meetings with staff and youth leaders
- Facilitate faculty hiring process with staff and youth leaders
- Develop & oversee volunteer positions, coordinating with faculty and staff to place

Student Outreach and Support:

- Develop, manage, and implement broad and deep student recruitment, enrollment, and retention methods
- Maintain and establish new relationships with public high schools staff, faculty, parent groups, and leadership
- Develop and implement opportunities for YAX youth to connect to the Bay Area arts scene through field trips, visiting artists & community arts projects
- Be a point of contact for all students and parents

Youth Leadership Management:

- Manage cohort of youth advisory board members including holding monthly meetings and biannual retreats
- Develop a youth leadership curriculum using Creative Youth Development strategies to guide training of youth advisory board members; curriculum includes, but is not limited to the following:
 - Prepare youth to recruit, interview, and train new youth advisory board members
 - Support and train youth in event planning and implementation
 - Development of grant writing and arts advocacy skills to strengthen youth voice in the program and city.
- Solicit and analyze youth concerns and be the primary advocate for their voices within the governance and program development of YAX
- Develop strategies and collaborations to connect our youth leaders to other youth leaders in the city.
- Envision and develop new youth leadership opportunities within YAX
- Oversee Youth Leadership Budget

Outcomes Measurement:

- Assess structures & partnerships for ongoing program evaluations. Streamline or develop efficient mechanisms for assessing data and feedback.
- Lead and supervise all program evaluations and analysis.
- Use collected data to inform organizational and programmatic decision-making

Desired Skills:

- Administrative experience, preferably for a non-profit or arts organization
- Ability to take initiative, work autonomously, prioritize tasks, and manage details
- Strong written and oral communication skills
- Outstanding organizational and interpersonal skills (especially with youth)
- Adept computer skills – including fluency in Google docs, social media platforms, database management
- Experience working well in a team environment, prioritizing assignments, and successfully meeting deadlines
- A willingness to work occasional weekends and evenings
- Bachelor's Degree
- Current valid driver's license
- Fluency in Cantonese, Spanish, or Tagalog preferred

Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, attending meetings, regular moving of boxes, equipment and supplies, lifting 25 lbs.

TO APPLY: By **August 22, 2018**, submit your Resumé, and a letter of interest that responds to the following questions:

- 1) Describe an example of a successful organizing/recruitment effort in which you took initiative.
- 2) What are some engagement strategies that you have found to be successful, in particular with high school youth?
- 3) Why are youth arts programs critical in San Francisco?

Please submit to: apply@youthartexchange.org with the subject line: "LAST NAME - Program Manager Application" **This position will be closed when filled with ongoing application review. For first consideration, please submit by 8/22 @ 5pm.**

Youth Art Exchange, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise Youth Art Exchange/Tides in writing of special needs at the time of application.