



Youth Art Exchange

The Program Associate of Youth Art Exchange (YAX) is responsible for carrying out the mission and programs of YAX, focusing on managing daily program operations and implementation, managing support and outreach to youth, schools, and parents, and building community connections and key collaborations. The Program Associate is also a public spokesperson for all YAX programs and mission. This position reports to the YAX Program Manager.

About Youth Art Exchange:

YAX's 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*. YAX programs live at the intersection of the arts and youth development, and our mission demonstrates our dedication to building a creative community of youth leaders citywide. Programs in Architecture, Industrial & Product Design, Digital & Film Photography, Fashion Design, Filmmaking, Dance, Traditional Percussion, Music Production, Printmaking, and Youth Leadership include fall and spring free after school and in-school sessions, paid summer internships, and paid school-year internships as Teaching Assistants, Youth Advisory Board Members and Alumni Interns.

Specific Duties:

Support YAX programs:

- Support day-to-day needs of programs including copying, attendance phone calls, announcements, fulfilling supply needs and running errands and maintaining office cleanliness
- Support attendance protocols and data input
- Work in conjunction with Program Manager to plan, execute and promote all YAX events, community days, field trips and student and parent orientations
- Snack prep and distribution to off-site classes
- Support program snack shopping

Student Outreach and Support:

- Support Program Manager in implementing broader and deeper student recruitment and retention methods
- Support Program Manager with establishing new relationships with counselors and teachers at public high schools
- Support Program Manager with student recruitment and retention methods. This includes, but is not limited to: attendance protocols and data input, incentives and community building activities
- Support Program Manager in the development and implementation of opportunities for YAX youth to connect to the Bay Area arts scene through field trips, visiting artists & community arts projects.
- Support targeted marketing campaigns using social media, email, snail mail and phone calls to various constituencies including youth, parents, teachers and counselors, in collaboration with Program Manager and Development and Communications Manager

Faculty & Staff Support:

- Along with the Program Director and Program Manager, plan monthly faculty meetings and take notes.
- Attend and report back at all staff meetings.



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Youth Leadership Support:

- Support Program Manager in cohort of Youth Advisory Board (YAB) members including planning monthly meetings and retreats
- Support development of a youth leadership curriculum 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
 - Develop innovative methods for youth involvement in the hiring process for teaching artists, staff and youth interns
 - YAB initiated projects/grants
- Envision and develop new youth leadership opportunities within YAX

Youth Arts Exhibits & Events:

- Support Program Staff with all YAX events including orientation, community day, final events, parent and alumni events.

Desired Skills:

- Program associate 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 (fluency in another language a plus)
- Outstanding organizational and interpersonal skills (especially with youth)
- Adept computer skills – including fluency in Microsoft Office, Google Suite, social media platforms and database management (Salesforce and City of San Francisco DCYF CMS preferred)
- Experience working well in a team environment, handling multiple assignments, and meeting deadlines
- Willingness to work occasional weekends and evenings

Compensation:

This position is a part-time 20 hours per week with a preferred schedule of Mondays - Thursdays 1:30pm-6:30pm. \$21-23 hourly based on experience.

Applications will be reviewed on a rolling basis with the anticipated start date at the beginning of January 2019. To be considered for the first round, please submit application materials by December 10, 2018. For a complete application, please submit your résumé, and a letter of interest that responds to the following questions:

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

Please submit to: apply@youthartexchange.org with the subject line: "LAST NAME - Program Associate Application"



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Physical requirements include: prolonged sitting at a desk, working on a computer keyboard, writing, reading, lifting and moving objects up to 25 lbs, and attending meetings.

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.