

901 Arts Program Manager Job Opening

Position: Program Manager
Reports To: Director
Status: Full Time Salaried; 40 hours per week, in person position
Dates: Applications will be reviewed on a rolling basis until the position is filled
Location: 901 Arts, 901 Montpelier Street, Baltimore, MD 21218
Salary Range: \$41,500-\$45,000/annual (paid bi-weekly). Starting salary based on relevant experience and work history

Join the Team that Facilitates Creativity and Care at 901 Arts!

Who we are:

901 Arts is a community center in the Better Waverly neighborhood of Baltimore City providing free art and music programs to young people during out of school hours and summer months. Our mission is to promote community strengthening by advancing critical life skills in youth through the visual and performing arts. More at www.901Arts.org

What's new?

For the 1st time 901 Arts is excited to expand our staff from one full time and several part time employees and many volunteers to two full time staff while retaining our part time staff and volunteers. Will you be our newest addition?

The Position Overview:

The Program Manager is a hands-on full time position that works closely with the Director, front line staff and volunteers to guide enriching programming at 901 Arts. You will ensure programming aligns with 901's mission and meets the needs of youth and their families. The Program Manager's main areas of responsibilities could include supporting staff, youth, and volunteers; planning programming and events; some administrative duties and coordinating facility improvements. Exact division of duties will be decided upon the strengths of the person hired.

More details of each area:

- Supporting staff interacting with youth during program hours and setting organizational culture with youth, staff, families
 - Support after school teachers by providing additional support to youth in need, (conflict resolution, identifying unmet needs and lagging skills and other social emotional supports)
 - Advocate for services for youth at the schools as needed
 - Collaborate with staff to identify opportunities for growth and lead the program in line with the organization's mission and goals
 - Work with 901 Director, other staff & advisory board to assess after school program offerings and recommend changes or additions
 - Set the organizational culture with youth and staff

- o Build and maintain positive relationships with parents/guardians and the child's schools regarding youth addressing attendance, participation and address concerns that may arise
- o Interact with youth, their caretakers and the public during program hours
- o Plan and implement outreach to recruit neighborhood youth to the center
- o Establish and implement youth feedback sessions to assess program impact, effectiveness, and quality
- Music Lesson Coordination
 - o Create and manages schedule for youth individual music lessons and academic tutoring
 - o Weekly meetings with student club leader of music teacher volunteers
 - o Take instruments /equipment for repairs as needed
- Field Trip Coordination
 - o Plan and chaperone field trips for youth and families
- Event Planning
 - o Organize 901 Arts annual events
 - Three Youth Showcases (fall, spring, summer)
 - Volunteer appreciation event
 - 901 Day Fish Fry
 - o Plan additional community events as desired such as Haunted House or fall-o-ween, summer outdoor movie nights, Wavescape neighborhood arts festival, puppet shows, parades, teen open mics, porch readings, etc
- Staff and Volunteer Supervision
 - o Provide leadership, guidance, and support to the program team to ensure the successful implementation of programs
 - o Conduct weekly individual check-in meetings with teachers to ensure program objectives are clear, discuss student' progress, identify support needed for teachers and students
 - o Assess needs of teachers and identify and prioritize professional development opportunities
 - o Facilitate, support and contribute to post class reflections with teachers and assistants
 - o Conduct all staff meetings for program staff
 - o Seek out volunteer partnership opportunities, screen and train volunteers
- Building Managing
 - o Order materials & supplies as needed for building maintenance
 - o Schedule cleaning and maintenance of building as needed
 - o Keep supplies/material donations organized in basement, closets, cabinets
- Administrative Support
 - o Input snack/meal data to provider daily
 - o Order classroom materials & supplies as needed
 - o Submit receipts and invoices for reimbursement
 - o Document program with photos and videos
 - o Create program reports at end of each semester

- Manage program budgets, ensuring expenditures are within budget

Ideal Candidate Skills:

- Commitment to 901 Arts mission and values. A kind, compassionate person, passionate about youth development and interested in supporting youth and their caregivers
- Team builder who is able to mentor staff and cultivate a healthy community/workplace culture
- Organized self-starter with a strong work ethic, able to complete tasks individually and collaboratively
- Strategic thinker who is solution-oriented with an ability to troubleshoot, making sound decisions with an understanding of how they impact the big picture
- Experience managing a classroom, establishing classroom culture
- Strong written and verbal communication skills
- Strong computer skills
- Budgeting and financial management experience
- Is flexible, adaptable, and willing to learn new systems
- Enhances our bilingual (Spanish-English) communication with families
- Able to work occasional evening and weekend events as needed

Organization Participation Expectations: In addition to the job-related tasks for this position, 901 Arts expects all staff to participate in organization events and activities. Specific roles and responsibilities that individual staff may have for these events and activities will be developed in partnership with your supervisor.

Benefits:

- Medical, dental and vision benefits for employee and eligible dependants available on first day of work
- 8 paid holidays and 2 paid floating holidays per year
- 2 weeks of PTO per year
- 5 paid sick days per year
- Life insurance one month after start date
- Disability income protection
- Jury duty and witness leave compensation
- Paid voting leave
- Paid bereavement leave
- Paid parental leave
- Family and Medical Leave and Military Leave compliant

Application Instructions: Interested applicants should submit a resume, 2 references (including contact information and relationship. references will only be contacted with your permission after an interview), and cover letter that answers the following questions: Why are you interested in this position? and which parts of the job description are you a good fit for?, to intern@901Arts.org subject line "Your Name - Program Manager App" in ONE PDF document. Incomplete applications may not be reviewed.

901 Arts provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.