



TITLE: Education Programs Associate
EMPLOYEE CATEGORY: Regular/Full Time
PAY BASIS: Hourly/Non-exempt
REPORTS TO: Associate Director of Education/School Engagement

POSITION SUMMARY: The Education Programs Associate coordinates the Classroom Workshop Program, Teacher Professional Development and is responsible for Teaching Artist Payroll.

CLASSROOM WORKSHOP PROGRAM

Individual School-based workshops (Pre- and Post-performance workshops, non-residency, etc.)

- Ensure maintenance of the database of schools, teachers, and workshop bookings, etc.
- Distribute classroom information to Staff and Teaching Artists regarding scheduling, directions, expectations, special needs/requirements
 - Cast teaching artists for all classroom workshops in collaboration with Associate Director of Education/School Engagement
 - Support the development and implementation of all Classroom Workshop Program documentation (TA reflections, teacher surveys, etc) and release forms, etc.
- Support the curriculum development process for all productions (logistics, offers, set up, etc.)
- Work with Associate Director of Education to manage online TA Toolbox of resources and classroom workshop materials and resource center
- Communicate with Associate Director of Education/School Engagement about partners schools wanting deeper engagement through Teaching Artist-in-Residence series
- Support teaching artist training sessions for Classroom Workshop Program
- Conduct school site visits for planning meetings, observations, etc. for program quality and support

NEW VICTORY PROFESSIONAL DEVELOPMENT: (In-School, On-Site and Special Projects)

- Manage New Vic Professional Development Workshops School Collaborations (In-School, TA advisors, etc.)
- Support Senior Education Programs Manager with
 - Seasonal Workshops
 - Creativity Seminars (Summer)
 - Special Projects (PreK PD, etc.)
- Manage advertising/marketing, registration, catering, logistics, credit processing, etc.
- Track related finance reporting
- Cast teaching artists with Senior Education Programs Manager and approvals by Vice President, Education & School Engagement
- Coordinate materials for all professional development sessions
- Administer/facilitate/evaluate these workshops as appropriate in addition to providing reports on them to the Development Department
- Develop and pilot new professional development initiatives with the Director of Education/School Engagement and Senior Education Programs Manager

TEACHING ARTISTS

- Tracks all Payroll for New Victory Teaching Artists
- Liaise with Director, Employee Engagement & Human Resources and HR Manager to support Teaching Artist HR best practices
- Coordinate systems of communication for Teaching Artist Ensemble (payroll, work offers, confirmations, information, teaching



artist database, i.e., Shiftplanning and TA Toolbox, etc.) in collaboration with Education Program Managers and Associate Director of Education

- Support VPs, Education and Education Programs Manager and Teaching Artist-focused staff on teaching artist recruitment and hiring process
- Support Teaching Artist reflection and evaluation procedures
- Support curriculum development, Teaching Artist training and activations with Associate Director of Education
- Support the development teaching artist training sessions for Classroom Workshop Program, systems, etc.

GENERAL

- Support education performances as needed
- Participate in planning and implementation of all Department programs and activities
- Facilitates workshops as scheduled
- Support Education performances as Runner/Talkback Moderator (and Seating Manager as back up)
- Attend technical rehearsals to prepare to conduct first education performances and talkbacks as scheduled
- Other duties as required

QUALIFICATIONS:

- BA, excellent computer, communication and organizational skills, and administrative experience required
- Knowledge of New York City cultural institutions and/or Tessitura, and customer relations experience a plus
- Experience with research and assessment preferred
- Experience working with kids and families

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

To Apply: please include a resume and a cover letter identifying your specific interest in and qualification for the position at careers@new42.org