



Hartford Performs Program Assistant 2021

About Hartford Performs

Hartford Performs is an independent, nonprofit, arts-education organization serving students in the Hartford Public School system. Working in partnerships with school systems and artistic communities, Hartford Performs infuses and integrates arts and cultural experiences into teaching and learning in ways that enrich the student experience and improve outcomes across the curriculum. We bring teaching artists into Hartford classrooms and Hartford students out to the region's cultural venues to present school curriculum in creative ways that reach students of all learning styles. Each year, we deliver these programs to more than 12,000 students in all 30 of Hartford's PreK-Grade 8 schools. We also provide professional-learning workshops to Hartford's teachers, and to the teaching artists who deliver our programs.

Hartford Performs produces a great deal of programming with a very small and dedicated staff. All employees are true believers in the mission, and have a strong team orientation and exceptional organizational, time-management and communication skills.

Hartford Performs' Program Assistant will be an integral member of the overall team, helping to ensure the effective delivery of several dozen programs to children and adults each month. This position is the lynchpin in the communication process among teachers, teaching artists, Hartford Performs staff and other partners. It coordinates a broad range of programming functions, from ensuring the accuracy of program listings in our online program catalogues, to collecting and analyzing program evaluation data, to ensuring that contracted teaching artists are paid accurately. The position will report to the Programming Director, providing administrative and logistical support 20 hours per week. The hours are flexible but should be consistent week to week. Work at occasional events outside the normal schedule is expected.

This is a part-time, hourly, non-exempt position, with some paid time off but no health insurance benefits. The position will be work-from-home until the pandemic subsides sufficient for Hartford Performs staff to return to work in its office in Hartford.

About the Position

Primary duties:

- Write and coordinate clear, timely and effective program-related communications between Hartford Performs, the teachers who use our programs, the teaching artists who deliver them, and other parties.
- Manage the scheduling and logistics of events such as professional-learning workshops. This includes scheduling meeting space, managing catering and supplies, supporting presenters, issuing invitations, tracking attendance and leading set up and clean up.
- Manage our online program catalogues to ensure their accuracy and completeness.
- Provide one-on-one technical assistance to the teaching artists and teachers who use our catalogues.
- Prepare, schedule and distribute program evaluation surveys and review responses regularly to provide initial data analysis and flag items that require immediate attention.
- Monitor the program catalogues and survey platform to produce regular reports for management about program usage and evaluation data, highlighting any issues that need troubleshooting.
- Produce and maintain comprehensive logs of program activity at each school we serve.
- Format program data into useful reports for management, educators and teaching artists.
- Other duties as assigned.

Position requirements:

- Demonstrated facility with Microsoft Office programs (Outlook, Word, Excel, PowerPoint and Publisher), preferably on a PC platform.
- Strong written and verbal communication skills.
- Solid math skills for calculating averages, percentages, creating charts and graphs, etc.
- Meticulous attention to detail, with the ability to produce consistently accurate numeric and written reports.
- Strong organizational and time-management abilities.
- Strong task management, including anticipating and following through on small tasks to contribute to a larger project.
- A demonstrated commitment to completing assignments and meeting deadlines.
- Strong problem-solving skills.
- Excellent interpersonal skills.
- Interest in the arts and their role in education.

The ideal candidate will be self-motivated, consistently reliable, show initiative, be curious and flexible, take direction and have a positive attitude. The ideal candidate also will have an understanding of Hartford Public Schools, experience working with teaching artists, or an understanding of Hartford Performs' work. Bilingual (English and Spanish) preferred.

Qualified applicants will go through an interview process and be tested for computer, writing and math skills. All employees must successfully complete a background check and Connecticut's mandated reporter training before beginning work.

Hartford Performs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, military veteran status, age, or any other characteristic protected by applicable law.

To apply

Submit a résumé and cover letter to Programming@HartfordPerforms.org and reference "Program Assistant" in the subject line. Incomplete applications will not be considered.