



Job Posting: Hartford Performs Program Assistant September 2021

About Hartford Performs

Hartford Performs is an independent, nonprofit, art-education organization. Working in partnership 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 Public School classrooms and students out to the region's cultural venues to give students creative new entry points into school curriculum. In the 2021-22 school year, we will deliver about 3,000 program hours to more than 11,000 students in all 30 of Hartford's PreK-Grade 8 schools. We also provide professional-learning workshops to Hartford's teachers and the independent teaching artists who deliver our programs.

Hartford Performs produces a great deal of programming with a very small and dedicated staff. All employees must be true believers in the mission, and have a strong team mentality 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 responsible for all of the correct information and documentation being in place so that our operations run smoothly. The position will report to the Programming Director, providing administrative and logistical support 15 hours per week, while occasionally assisting the Executive Director as well. 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:

- Collect, organize and maintain required documentation for our contracted teaching artists (letters of agreement, contact information, tax forms, etc.).
- Manage the scheduling and logistics of in-person and online events such as professional-learning workshops. This includes scheduling meeting space, managing catering, producing and preparing supplies, supporting presenters, issuing invitations, tracking attendance, producing guest lists and name badges, leading set up and clean up, and greeting attendees.
- Prepare, schedule and distribute program evaluation surveys and review responses regularly to provide initial data analysis and flag items that require immediate attention.
- Enter data and produce reports using our online program database.
- Produce and maintain comprehensive logs of program activity in each program area and at each school we serve.
- Format program data into useful reports for management, educators and teaching artists.
- Maintain accurate information in our constituent database and produce reports as needed.
- Assist with communications to various audiences.
- Photograph programs to document delivery and for marketing purposes.
- Assist with updates to our website.
- Other duties as assigned.

Position requirements:

- Demonstrated facility with Microsoft Office programs (Outlook, Word, Excel, PowerPoint and Publisher), preferably on a PC platform.
- Experience using WordPress and creating/administering in Survey Monkey strongly preferred.
- Experience in operating databases preferred.
- 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. 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. In compliance with Hartford Public Schools' requirement for its contracted partners, all Hartford Performs staff must be vaccinated against COVID-19 or submit to weekly COVID-19 testing.

Hartford Performs is an Equal Opportunity Employer with a strong commitment to the values of access, integration, impact, collaboration, diversity, inclusion, equity, and leadership.

To apply

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