



## Job Posting: Program Manager July 2024

### **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 2024-25 school year, we will deliver more than 3,000 program hours to more than 10,000 students in all 31 of Hartford's PreK-Grade 8 schools. We also provide family engagement events, and 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; have a deep commitment to the values of diversity, equity and inclusion and the ability to embed those values in their work; and have a strong team mentality and exceptional organizational, time-management and communication skills.

### **About the Program Manager position:**

This is a full-time (40 hours per week), exempt position, reporting to the Programming Director. The Program Manager ensures the successful implementation and delivery of Hartford Performs programs for students, educators and teaching artists, and supports the Programming Director in developing new programming in line with our strategic plan. This position also has lead responsibility for program-related communications to teaching artists, and for providing program-related content to the Advancement Director and Executive Director for communication to other external audiences. Our Program Manager actively manages a multitude of program details daily while maintaining productive relationships with our partners.

### **Key responsibilities:**

- Student programs:
  - Manage the day-to-day details to ensure the successful delivery of student programs: assisting teachers in selecting programs, booking programs into the online system, facilitating communications among teaching artists and educators, troubleshooting glitches, monitoring program scheduling and completion, voucher review and timely payment to teaching artists, and accurate student numbers and teaching artist hours.
  - Ensure successful delivery of programs.
  - Maintain collaborative partnerships with schools, administrators and teaching artists.
  - Proactively focus on ways to improve systems and processes for student success.
  - Assist teaching artists in understanding and completing roles and responsibilities and requirements, making improvements to their programs, and navigating technology.
  - Manage all aspects of the online platform for Hartford Performs' digital programs.
  - Conduct and document disciplined program observations to evaluate delivery and effectiveness.
- Professional Learning Programs:
  - Following goals outlined by the Programming Director, take the lead on implementing educational offerings and celebrations for Hartford Performs' teaching artists.
  - Coach teaching artists to maintain high standards of their roles and responsibilities and quality of program delivery.
  - Identify and recruit diverse cohorts of potential new teaching artists, ensuring that they understand Hartford Performs' goals and assisting them in meeting requirements as needed.
  - Supporting professional learning programs for educators as assigned.
- Ensure that all program-related information is accurate and up to date in our constituent database, and that lists and reports are readily accessible to all staff.

- Compile and maintain a comprehensive catalogue of teaching artists' skills, expertise and other critical data. Report on opportunities, trends and gaps.
- Under the supervision of the Programming Director, take the lead on implementing other initiatives, projects, events and program offerings, including family engagement opportunities, new program selection processes, and the like.
- Gather evaluation data and documentation of student and adult programs for use in evaluation and communications. Assist with analysis and reporting.
- Build and maintain productive relationships with educators, teaching artists and community partners.
- Other duties as assigned.

**Position Requirements:**

- Adept at being both highly detail-oriented and able to see how those details contribute to the larger strategy.
- Minimum 2 years program implementation experience in the arts and/or education fields, and ideally in both.
- Firm grasp of the practice of arts integration across multiple art forms.
- Experience in working with public school teachers, students and administrators. Certified teacher preferred.
- Successful experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds.
- Familiarity with academic standards (e.g., Common Core State Standards, National Core Arts Standards).
- Focused on improving existing systems or processes.
- Outstanding communication skills, both written and verbal.
- Exceptional organization and time-management skills.
- Proven ability to work in a fast-paced environment, juggling multiple priorities with skill and good humor.
- Enthusiasm for working collaboratively with a dedicated team, while having the initiative to complete projects independently, as directed.
- The intellectual curiosity to keep current and explore innovative approaches.
- Experience in working with constituent and other online databases strongly preferred.
- Strong proficiency in Microsoft Office (especially Word and Excel), preferably on a PC platform.
- Proficiency with social media platforms.
- Bilingual (English/Spanish) preferred.
- Bachelor's Degree.

Occasional overtime is required. Our goal is that all Hartford Performs employees see themselves as part of a flexible team whose success depends on the commitment of each member. Assistance with occasional events (including those held on evenings and weekends) is expected of all team members.

All employees must successfully complete a background check and Connecticut's mandated reporter training before beginning work.

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

**Compensation:**

We offer a starting salary ranging from \$45,000 to \$58,000 and an attractive benefits package, which includes medical, dental and vision care coverage; health savings account contributions; reasonable accommodations to work remotely part of the time; and paid vacation, personal and sick leave.

**To apply:**

Submit a cover letter and résumé to: [HR@HartfordPerforms.org](mailto:HR@HartfordPerforms.org) and reference "Program Manager" in the subject line. Incomplete applications and applications submitted through online platforms will not be considered. No phone calls, please.