JOB DESCRIPTION
PROGRAM MANAGER - EARLY LEARNING

Direct Supervisor: Director of Programs
Full Time M-F 9-5, infrequent evening and weekend events

WHY WE NEED YOU
Our early learning program, Detroit Wolf Trap, utilizes the power of the performing arts to support joyful, active learning among early learners, their teachers, and families. Our consideration of the following topics integrate into our work:

Social Emotional Learning | Creative Youth Development | Parents/Families as Primary Educators | Arts as Healing | Culturally Responsive and Critical Education | Teaching Artist Development | Power to the Profession: Early Childhood Educators

The Detroit Wolf Trap (DWT) Program Manager works within the Living Arts’ Program Team to develop, implement, evaluate, and market relevant and exceptional arts education programs in Detroit early learning centers and community settings. The DWT Program Manager is responsible for the supervision, evaluation, and professional development of the DWT Teaching Artist team, providing key support for program implementation, development, and evaluation. Below is the structure of the Program Team, within which the DWT Program Manager will work:

RESPONSIBILITIES + FUNCTIONS

PERSONNEL MANAGEMENT 30%
- Provide administrative and development support to a team of approximately 10 DWT Teaching Artists and 1 DWT Program Assistant.
Hire, co-mentor, and design professional development opportunities for DWT Teaching Artists.
Hire, develop a work plan for, and oversee progress of DWT Program Assistant.
Create annual framework for coaching and mentorship.

PROGRAM IMPLEMENTATION 45%
- Oversee coordination and implementation of DWT classroom residencies, family workshops and classes, teacher professional development, conference presentations or other presentations of the program.
- Maintain updated program service schedules and constant communication with partners
- Manage supplies, materials (documents and presentation materials), programmatic expenses
- Support in qualitative and quantitative grant reporting for the program

EVALUATION 20%
- Manage some communication elements of ongoing formal evaluation that may require scheduling and organizing interviews, assisting in the process of data collection, providing communication with schools, distributing materials for parental permission, etc.
- Generate data summaries and compelling stories for grant reports, conference presentations, and other occasions.

OTHER 5%
- Participate in Living Arts staff meetings and related school and community meetings.
- Provide general support to the Program Team and Living Arts’ organizational initiatives.
- Participate in and support all organizational fundraisers and large-scale initiatives.

QUALIFICATIONS
Creative, strategic, and analytical thinker with exceptional communication and organizational skills.
Self-starter with ability to manage multiple projects simultaneously. 2 or more years experience working within education, ideally with early learners. Some experience managing and coaching others. Understanding of Detroit education landscape, with cultural awareness. Spanish language fluency ideal. Experience with GoogleDocs, Microsoft Office Suite, particularly Excel fluency.

PAY RANGE AND BENEFITS
DWT Program Manager will be paid between $33,000 - $38,000 with benefits including healthcare and retirement.

HOW IS SUCCESS MEASURED?
Through the effective delivery of programs, management of evaluation, and continuous development of teaching artist team. Attaining organizational goals and meeting the above mentioned criteria.

TO APPLY Please submit a cover letter and resume to Alissa Novoselick, Executive Director, at alissa@livingartsdetroit.org by Friday, March 22

Living Arts is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, sexual orientation, veteran status, or on the basis of disability or any other federal, state, or local protected class.