

ART WORKS NOW

POSITION: Associate, Programs
STATUS: Full-time, Exempt

DEPARTMENT: Programs
REPORTS TO: Senior Director, Programs

ABOUT THE POSITION

The Programs Associate provides high-quality program and project management to plan, implement, and coordinate programs, events and educational activities in support of AWN's mission. This position requires strong interpersonal skills, excellent verbal and written communication and a problem-solving mindset. The Programs Associate reports to the Senior Director of Programs and works closely with all Program and Administrative staff, and with Program Department contractors and volunteers.

KEY RESPONSIBILITIES

Supports the leadership team in the planning and coordination of all programs including designing and evaluating classes and events; managing the summer camp program; and providing teaching and other program staffing support for on-site, virtual and off-site programs and events as needed.

Supports curriculum development for programs

Monitors and supports program activities and daily operations to ensure compliance with established policies and procedures including maintaining records; reviewing schedules for program staff and contractors; coordinating staff and contractor trainings; and completing any required trainings/certifications

Manages staffing space rentals and private parties.

Supports Registrar in managing art supply inventory and orderly supply storage area.

Supports customer service functions and delivers excellent customer service

Provides general support for AWN outreach and fundraising events as needed

Additional duties as assigned

REQUIRED SKILLS/QUALIFICATIONS

Commitment to the overall mission and success of Art Works Now

Strong desire to ensure access to high-quality arts education to all members of the Art Works Now community

Bachelor's degree in Project Management, Education, Art, or other relevant field or equivalent work experience

Driven to exceed goals and welcoming of new responsibilities

Adept at program and project management

Well-developed decision making and time management skills with a demonstrated ability to work independently, as well as to function effectively and collaboratively in a small team setting

A high level of initiative, effort and commitment towards completing assignments efficiently with an attention to detail and a high level of accuracy

Strong writing, reading, computer, facilitation, interpersonal, and presentation skills

Excellent follow-through and professionalism when corresponding with staff, contractors, volunteers and community.

Flexibility and a positive, team-oriented attitude is a must

Must pass criminal background check

PROJECTED SALARY: \$40,000

ABOUT ART WORKS NOW

Art Works Now envisions a world where all people explore and engage in creative practices that transform their lives and their communities. We build and nurture community through inclusive visual arts and social justice experiences. Our Guiding Values are Compassion, Equity, Inclusion, Integrity, Joy

AWN's work is based on the fundamental notions that the visual arts transcend language barriers of all kinds and provide tools for human transformation. Our motto "create the world you imagine" illustrates our belief that we shape our environment and our experiences. By accessing our innate creativity through the visual arts, we are empowered to employ that creativity in all aspects of our lives. Learning to create art—at any age—enhances the general creative capacity of the individual. This enhanced creativity is a transferable skill that, when engaged, transforms lives.

WORKING WITH US

In 2017, AWN moved to a newly-renovated 4,000 square foot facility in the Gateway Arts District in Hyattsville, Maryland. Our facility features two studio classrooms, a gallery/meeting space, administrative offices, and an outdoor work/playspace. AWN currently employs six full-time individuals and one contract administrative specialist. Our dynamic and energetic team is rounded out by an average of 25 contract Teaching Artists/Assistants, as well as a growing cadre of dedicated volunteers. Together, we guide our program participants through a variety of high-quality, hands-on art experiences, while simultaneously promoting bonding among families, increasing personal and social awareness, and building community through the arts.

The AWN staffing structure is designed so that each staff member has authority and autonomy over their areas of expertise. Consequently, we have excellent internal communication, which ensures that operations are carried out with a high level of transparency and collegiality. We foster an open and collaborative work environment allowing our staff to create strong bonds and deep relationships throughout the organization. Our small team works hard and accomplishes much; and we also take time out to recognize and celebrate our professional and personal milestones and achievements, as well as birthdays, holidays and other special occasions, resulting in a strong sense of family between our staff, Board, contractors, participants and volunteers.

AWN staff are mindful of the organization's role as we work at the intersection of the visual arts and social justice. Staff members are continuously engaged in research and personal work that support our ability to expand our world views individually and collectively.

As an organization, we have consciously abandoned the notion of "normal." We celebrate and mirror individuality and authenticity. This ethos permeates our programs because our organizational culture reflects it on multiple levels. It is clear from the moment one enters our space that every voice is valued and that dominant norms, values, and narratives are not privileged within it.

AWN provides a range of employee benefits to supplement our employees' regular salary/wages.

Annual benefits for full time staff include:

- * Paid holidays and bonus days off
- * Dental insurance
- * Health care premium reimbursement plan
- * Life insurance
- * Paid vacation and sick leave
- * Professional development
- * Mileage reimbursement
- * Flexible work schedule (with mandatory core hours)
- * Ability to work remotely (must reside in Greater Washington Metropolitan Area)
- * \$500 toward AWN programs and classes
- * Free parking

COVID-19 REQUIREMENTS

AWN requires all employees to be fully vaccinated and boosted against COVID-19. New hires are required to show proof of vaccination status prior to their first day of work. In addition, AWN implements and requires staff to adhere to safety precautions (such as wearing masks 100% of the time while working onsite) in response to pandemic case trends and/or local, state or federal mandates and regulations.

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The information contained herein is not intended to be an all-inclusive list of the duties, responsibilities and benefits of the position, nor are they intended to be an all-inclusive list of the skills and abilities required to be successful in the role. The duties, responsibilities and/or skill requirements for this position are subject to change to meet AWN's needs.