**The Residency Program Manager**

**Responsible to: The Residency Program Director**

**THE RESIDENCY**

The Residency seeks to build a powerful community of young hip-hop artists equipped with the artistic and leadership skills, business acumen, and mentorship necessary to become professional artists and cultural change makers. Through their participation in The Residency, young artists from low-income families acquire tangible artistic and professional skills while also gaining confidence, teamwork, and a deepened understanding of their own identity and power.

The Residency launched in July 2015 as a collaboration between Museum of Pop Culture, Arts Corps, and Grammy award winning artists Macklemore & Ryan Lewis. It was created as a response to the glaring gap in access to high-quality, experiential arts education for low-income youth and has quickly become the preeminent training ground for the next generation of artists poised to leave a lasting mark on Seattle’s growing music industry.

The year-round program includes a month long summer intensive workshop where up to 45 young people participate in either a vocal or production track. During the intensive, youth write original songs, record in a professional studio and perform in front of hundreds of people at a premiere Seattle venue. In addition to making, recording and performing their music, the youth participate in a number of engaging panel discussions with leaders in the northwest creative community. The Residency exists to break down barriers to equitable arts learning. In an effort to address financial difficulties and to honor their work as artists, youth participants receive stipends at the completion of the residency. Participants also receive subsidized transportation and meals throughout The Residency to minimize potential challenges to full participation in the program. After the summer intensive the youth stay connected through monthly workshops (cyphers) and satellite shows at local venues.

**Job Description/ Purpose**

This position will be responsible for program implementation, administration and management of The Residency. This will include: program development, staffing and supervision, administrative duties, fundraising and event planning, operations, partnerships, and outreach. Working closely with The Residency program director and other key staff with program partners Arts Corps, Macklemore LLC, and MoPOP, the program manager will ensure The Residency continues to grow its impact sustainably.

**Key responsibilities:**

* Support the hiring of teaching artists, interns and other program staff
* Supervise teaching artists and interns during summer intensive, cyphers and other programming throughout the year
* Approve faculty bi-weekly pay and expense reimbursement requests
* Manage program records in Salesforce database
* Lead The Residency Scholarship program
* Lead outreach and recruitment for annual summer intensive, including student application, interview, selection and onboarding processes
* In collaboration with teaching artists and program partners, lead curriculum development
* Implement appropriate training and professional development opportunities for staff
* Liaise with Arts Corps to ensure administrative and operations compliance
* Support the development of strategic partnerships and collaborations
* Support strategic planning and program development
* Support event planning and fundraising efforts as needed
* Provide overall program oversight and administrative lead for summer intensive
* Coordinate program evaluation with external evaluators
* Update website and help produce promotional materials as necessary
* Other duties as assigned

**Key performance indicators:**

* Ensure program participants have a high-quality experience and are safe
* Ensure that programs produce work that are centered on youth voice

**Requirements:**

* 3-5 years’ experience in teen programs (including youth supervision) and preferred specialized program areas such as youth media, youth leadership development and group work; or commensurate combination of experience and education.
* Experience working in school settings with ages 14-19, and experience navigating school systems.
* Self-starter who can work independently and in various working groups, and is comfortable working remotely
* Arts, media, communications, or equivalent experience or education in a related field
* Experience working with low income, gender non-conforming youth and communities of color
* Experience instructing in formal and informal educational settings
* Excellent interpersonal skills, including the ability to work with diverse groups of people
* Experience providing mentorship
* Position will require travel throughout Seattle and South King County. Should have a valid driver’s license and access to a car
* Proficiency in Microsoft Office, Adobe Creative Suite

**Preferred skills and experience:**

* BA or MFA Music Education, Arts Education, Arts Management, or related degree.
* Excellent web/digital media project management and estimating experience.
* Fluent in development optimization techniques to deliver the best user experiences in the most technically efficient manner.
* Strong networking skills for building partnerships
* Established connections and networks in local youth development

**Physical requirements:**

The employee should be willing to regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception.

**Compensation:**

32 hours/week; salary: $50,000/year. Generous benefits package includes medical, dental and vision, 13 paid holidays and 20 days of PTO annually. This position will be paid by Arts Corps.

To Apply: Send resume and cover letter to theresidencyseattle@gmail.com

 by end of day on January 4th, 2019, and write “The Residency Program Manager” in the subject line.

**Arts Corps**

Arts Corps is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. This position has a strong center in racial and social justice, encouraging critical thinking and dialogue about how intersecting systems of oppression impact our work.

Arts Corps is committed to the personal and professional growth of its employees. We work hard to build a supportive, respectful and celebratory community among our staff, board and volunteers.