

TURNAROUND ARTS: CALIFORNIA

PROGRAM MANAGER, PART-TIME

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Founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) is a nonprofit organization that collaborates with California's public schools to build the capacity of teachers and principals to leverage the arts in creating equity and access for all students, and to support whole-school transformation through the arts. We are proud to partner with [Turnaround Arts National](#), based at the John F. Kennedy Center for the Performing Arts.

We are seeking to hire a part-time Program Manager to play a key role in implementing Turnaround Arts: California programs and processes across our network. This includes designing professional development opportunities for our partner schools and teachers statewide. The Program Manager reports directly to the Director of Program and works collaboratively with the entire team. The ideal candidate should be highly committed to creating equitable educational opportunities through the arts.

JOB RESPONSIBILITIES

Teacher Leadership and Professional Development

- Oversee, develop, facilitate, and evaluate network-wide professional development retreats and other activities for school partners which build community and motivate and equip Arts Leadership Teams to lead for change and equity through the arts at their individual school sites.
- Collect data and document the impact of the Lesson Lab Arts Integration Program. Communicate with schools as needed to solidify details.

Program Administration and Operations

- With the support of the administrative assistant, coordinate event planning and logistics for professional development programs.
- Assist with new school recruitment efforts in collaboration with the Principal Coach and Director of Program.
- Oversee the network affiliate program and assist with recruitment and retention of partner schools.
- As needed, support and contribute to special events and projects at partner schools.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

This position requires some travel across the state throughout the year, including local travel using the candidate's own car. This position is based in Los Angeles. We currently enjoy a hybrid remote/in-person work model, with twice weekly in-person meetings at the office, currently on Tuesdays and Wednesdays. Proof of full vaccination (a physical copy or digital photograph of vaccination card) will be required.

QUALIFICATIONS

- A minimum 4 years of relevant experience, including experience building successful partnerships with public schools and communities who have been under-resourced and marginalized.
- Bachelor's degree or equivalent required.
- Demonstrated experience in performing the job responsibilities outlined above.

REQUIRED SKILL SETS

- Highly organized, self-motivated team player, excited to play a critical role in a small team and contribute to meaningful, mission driven work.
- Experience training adults; experience training and coaching teachers preferred.
- Experience designing and implementing culturally responsive programs, in school partnerships, that meet shared goals and harness the assets of school communities.
- Ability to communicate and effectively interact with people with diverse backgrounds, identities, and abilities.
- Effective oral and written communication skills, demonstrating diplomacy and accuracy.
- Strong social emotional competence and collaboration skills.
- Ability and willingness to quickly adapt to changing circumstances and priorities, to take appropriate initiative, and to work independently.
- Familiarity with Microsoft Office Suite and Google G-Suite.
- Personal or professional connection to the arts in its many forms.
- Bilingual English/Spanish preferred.

COMPENSATION

- Part-time position (24 hours per week)
- \$35/hour
- Paid sick leave

AN EQUAL-OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California is proud to be an equity-centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values. **If you're passionate about this role, we encourage you to apply— even if you don't meet 100% of the qualifications listed on the job description!**

HOW TO APPLY

Submit the following materials to hr@turnaroundartsca.org with the subject line "Program Manager." Only fully complete applications will be reviewed. No phone inquiries please.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above.
2. Resume demonstrating experience and education.

Materials will be reviewed until the position is filled, with priority given to applications received by July 19, 2024.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.