



## **Media, Art and Design Lab PROGRAM MANAGER**

Poughkeepsie NY

### **The Art Effect**

The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them toward achieving their academic and career goals.

#### **Job Description**

This position is responsible for leading **the Art Effect's Media, Art, and Design Lab (MADLab)**, a dynamic after school and summer youth employment program that engages youth ages 14–19 in developing critical life and workforce skills through the arts. MADLab provides paid opportunities for teens to build competencies in visual art, media, and design while exploring career paths in these growing sectors. The program runs in multiple sessions throughout the year, ranging from 2-weeks to 8-weeks long, each serving approximately 15 youth. Youth participants collaborate on client-based and public art projects, as well as their own creative works, gaining experience in a variety of arts, including graphic design, painting, and sculpture. They also develop essential workplace skills such as leadership, communication and time management. The Program Manager is responsible for the development, implementation, and evaluation of the MADLab program and art projects. The Program Manager reports to the Director of Programs.

The position requires an organized and creative individual with a commitment to positive youth development practices and a demonstrated ability to guide youth ages 14-19 through professional skill-building and artistic expression while working as a collaborative team member to strengthen relationships with youth and the community. Strong problem solving skills and attention to detail are essential. Experience producing large scale public artworks preferred.

#### **RESPONSIBILITIES AND TASKS**

##### **Manage MADLab Program:**

- Lead the program direction, curriculum development, and direct instruction to local teens
- Implement student orientation and evaluation, and contribute to outcomes monitoring and tracking
- Collaborate with marketing department and program staff to lead recruitment efforts to enroll youth in the program

- Work with program staff to generate and track data and narratives for grant reports
- Plan and coordinate field trips and guest artists to expose youth to new art forms and artists
- Conduct portfolio and resume development trainings with students
- Mentor youth at varying skill levels
- Manage MADLab teaching artists, interns and volunteers
- Manage program budget expenditure and tracking
- Support student job/internship placements and college interests

**Manage Community-centered Art, Design, and Youth Engagement projects:**

- Relationship management, liaising between partners and program youth
- Provide the direct instruction and management of community art projects
- Conduct targeted outreach to build network of local artists, community partners, and businesses while promoting The Art Effect
- Develop strategic partnerships with community organizations, featured artists, and workshop teachers
- Research best practices and prototype models for community engagement projects
- Teach in special projects and attend community meetings as needed

**TO APPLY**

Compensation range is \$48,000 - \$54,000/yr and commensurate with experience. Benefits include a generous vacation/paid time off package, Health insurance with options for vision/ dental, along with 401K. This position is based in our Poughkeepsie office.

The Art Effect is committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

**Please email cover letter, resumé, and 3 references to [employment@feelthearteffect.org](mailto:employment@feelthearteffect.org). Applications will be accepted on a rolling basis. No phone inquiries will be accepted.**

Learn more about us at [thearteffect.org](http://thearteffect.org).