

Tuesday, August 10, 2021

Education & Family Programs Associate

Company: Flushing Town Hall
Location: Flushing, New York

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Flushing Town Hall (FTH) presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. FTH celebrates the history of Queens as the home of Jazz, by presenting the finest in Jazz performance. We are committed to arts education and hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world, and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

Before the outbreak of COVID-19, FTH Education Team offered over 150 music, theater, dance, spoken word, and visual arts programs to over 31,000 students, teachers, seniors and family members per year. Since March 12, 2020, FTH has closed its doors temporarily, and has been offering global arts programming online, FTH at HOME, immediately after the closure. Over the past year, FTH Education Team has presented virtual educational, arts and cultural events and experiences, to reach students and families online. Beginning September 2021, FTH EDU will continue to offer online arts education programs as well as return to in-person school and family programs.

The Education and Family Programs Associate is a full-time position (some evenings and weekends), reporting to the Director of Education and Public Programs, and is mainly responsible for FTH's educational school workshops, assemblies, payment requests, and assisting with Cultural After-School Adventures Programs (CASAs). Prospective candidates should have a strong arts education and administration background and passion for the diverse arts and cultures of NYC.

Responsibilities:

- Build relationships with schools, community groups and senior centers to increase their use of FTH's educational workshops and assemblies.
- Coordinate on and off-site workshops and assemblies and CASAs, including scheduling, ordering supplies, payment, management (pre-show announcement & facilitating Q&A with teaching artists if needed), on-site visits, and evaluations.
- Work with teaching artists to develop arts education curriculum and content for workshops and assemblies.
- Assist in coordinating other on-site and off-site school programs, including residencies, school performance series, family events, community events, and professional development opportunities for teaching artists and teachers.
- Provide administrative support including data management, payment requests, invoicing, purchase orders, program reports, photo releases, surveys, and annual reports.
- Create and implement strategies for audience development, in collaboration with the FTH EDU team to promote FTH's programs, reaching out to existing school partners and developing new partners, visiting schools and senior centers as needed, creating education e-newsletter and promotional flyers.
- Attend conferences and performances to stay informed about new policies in arts education and identify potential programs for FTH school and family performance series (as schedule and budget allow).
- Support other departments when needed.
- Report directly to the Director of Education and Public Programs.

Qualifications:

- B.A. and/or equivalent experience required. Minimum of two years related arts education and administrative required.
- Familiarity with NYS Common Core Learning Standards and NYC Blueprints for Teaching and Learning in the Arts.
- Organized self-starter, with strong skills of time-management, communication, networking, outreach, and community work.
- Excellent public speaking, interpersonal, and written skills.
- Positive collaborator, open to evaluation and feedback.
- Must be available to work some evenings/weekends.
- Artistic experience a plus (Dance, Theater, Music, Film or Visual Arts).
- Multilingual skills are a plus (Mandarin, Korean, Spanish, etc.).
- Passionate about Arts Education
- If hired, per NY State Department of Education policy for working with school students, all hires must undergo a fingerprint supported background check.

Compensation:

This position is a full-time position and will require some evening and weekend availability. The Annual Salary is \$50,000 plus benefits (health insurance, paid vacation and sick leave). Browse www.flushingtownhall.org to learn more about Flushing Town Hall.

Apply:

For consideration, email a cover letter and resume to ghamilton@flushingtownhall.org with "(YOUR NAME) – Education and Family Programs Associate" listed in the subject line. No phone calls or mail submissions. Flushing Town Hall is an Equal Opportunity Employer: FTH provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, or physical ability.

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