

Friday, March 15, 2019

Program Assistant

Company: Young Audiences New York

Location: New York, New York

Compensation: Salary is budgeted for \$865 per week (based on a 35-hour work week)

► [Share](#) | [Print](#) | [Download](#)

Position Summary

Young Audiences New York is seeking a dedicated Program Assistant to join our exciting arts education non-profit and help further our mission of providing art for all children. Reporting to the Deputy Director of Program and Community Impact, the Program Assistant will be an integral part of our team working closely with staff ensuring we are prepared and able to provide quality art programs in communities across New York City. This position provides professional administration, operational, and logistical support to our talented program department. In addition to working closely with our program team, the Program Assistant will have the opportunity to exercise creative freedom and lead special projects intended to strengthen and update our administrative tools and process. The Program Assistant position is a full time, term-based position which is scheduled to start on/around April 1, 2019 and conclude on June 30, 2019 with the possibility of becoming a permanent position.

Responsibilities

Assist program team in their day-to-day program management (including, but not limited to: ordering supplies/food for events; payroll support; collecting and entering expense receipts for tracking or reimbursement; coordinating student MetroCard delivery; organizing electronic files; creating printed materials)

Develop and maintain effective systems of communications with our teaching artists, ensemble groups, partners, and stakeholders.

Lead the process for onboarding new teaching artists.

Serve as the first point of contact for program inquiries and requests, and direct as needed.

Database (Salesforce) data entry; including updating and maintaining shared agency digital files and program marketing materials and documents as needed.

Represent YANY at events for partnership development and/or teaching artist recruitment.

Support the Deputy Director of Programs and Community Impact in preparing reports for funders, board, and program team.

Qualifications

Bachelor's degree; 2-3 years of experience supporting programming or administration in a not-for-profit or cultural organization

Experience working in arts education, arts program development, arts and cultural management, theater management, youth programs, and/or experience working with teaching artists.

Proficient in written and spoken communication; strong interpersonal skills; and enjoys working with a wide array of stakeholders (from NYC school staff to teaching artists, to business vendors)

Adept at using Microsoft Office; familiarity with Google Drive, Adobe, and database software (Salesforce a huge plus!)

Enjoys "behind-the-scenes" work of organizing people and workflows

Ability to organize large amounts of information from various sources, especially numbers and financial data

Self-motivated and able to independently identify and use resources

A strong work ethic; problem solver; regards challenges as an opportunity for growth

Brings passion, pride, and fun to their work.

To Apply

Interested and qualified candidates should send a cover letter, resume, and salary requirements to employment@yany.org. No phone calls, please.

Young Audiences New York offers a competitive salary and benefits package (including medical, dental, vision, paid time off, and short-term disability coverage).

About Young Audiences New York

Young Audiences New York gives children and youth from under-resourced schools and neighborhoods a chance to experience and create art. We offer both broad reach and significant depth. During the past year, we have served nearly 50,000 of New York City's children and youth during the school day and after school. We apply our depth of experience in the field to operate extremely efficiently, on a budget of just over 2 million dollars.

As a 66-year old organization, we remain pioneers with an ambitious agenda, working to deepen our impact as we leverage the arts to generate new opportunities for children and youth in our most under-resourced schools and neighborhoods. Our programming intentionally integrates the creation of art with the development of important life skills, expanded social networks, and increased belief in a positive future.

* * * * *

Young Audiences New York provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law.

Young Audiences New York

1 E. 53rd

New York, New York, 10022

2123199269

<http://yany.org>

For more information:

Michael Gianakos

employment@yany.org

2123199269

[< back](#)

[previous listing](#) • [next listing](#)