



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

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## PROGRAMS MANAGER

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**Direct Supervisor:** Executive Director

**Direct Reports:** Teaching Artists

**Department:** Programs

\*Required availability to be on-site Tuesday - Thursday 4-8pm.\*

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### **OVERVIEW OF POSITION:**

We are looking for a talented, passionate, thoughtful, and innovative individual to join TeenTix as our Programs Manager!

We are looking for a hands-on, detail-oriented individual to manage and execute our teen programs; [The New Guard: Teen Arts Leadership Society](#), [TeenTix Newsroom](#) (inclusive of teen writers and the Teen Editorial Staff), [TeenTix Arts Podcast](#), and [Mentorship for Teen Artists of Color](#) (full program calendars and meeting schedules available on each program page at [www.teentix.org](http://www.teentix.org)). This position drives the curriculum development, program growth strategies, and all program events throughout the year.

We are seeking someone who is passionate about engaging directly with teens, actively supporting their learning and skill building while also giving them space to explore new ideas. The Program Manager will collaborate with all members of our staff, under the supervision of our Executive Director. This position is a great opportunity for someone who is looking for a meaningful way to combine their passions for Journalism, Youth Leadership, Arts Media, and/or Teen Mentorship with continuing work in the education and administrative sectors.

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### **ESSENTIAL RESPONSIBILITIES**

This role will execute and manage TeenTix's annual youth development programming cycles, advancing our public presence and teen engagement.

#### ***Program Strategy & Management***

- Manages and leads the execution of an annual youth development programs calendar, refining programs, cultivating new program supporters through teens/alumni/families, deepens and expands community engagement through partnerships, and meets quarterly goals and adjusting strategy as needed.
- Participates in, makes recommendations, and ensures teen voices are heard in high-level strategy and growth conversations with organizational leadership (staff and board).
- Engages with Board of Directors to give program updates at quarterly meetings
- Sets and meets annual earned revenue goals through program execution including workshops and paid publication partnerships.
- With support from the Leadership Team, develops and produces small scale public program events including opportunities such as Coffee with Critics. Supports organization-wide events such as the Teeny Awards and the Gala with a focus on teen engagement and participation.
- Recommends to the Leadership Team new potential partnerships, including those that would benefit the stability & expansion of programs.



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- Works directly with our Communications Team to ensure TeenTix teens, programs, activities, and stories, are being represented, highlighted, and promoted.
- Attends teen-centric or resource-focused events on behalf of TeenTix. Tabling and sharing TeenTix information and resources with school communities
- Participates in community youth programming networking (lectures, workshops, conferences, etc.), sharing TeenTix values and program impact while keeping up with industry best practices.

***Program Execution & Administration*** | This role is on-site for Newsroom, New Guard, M-TAC, and TAP programs and events, responsible for the execution of curricula and wellbeing of teens.

- Develop & execute culturally responsive curriculum and facilitate out-of-school youth engagement experiences that broaden and reflect teens lived experiences
- Provides in-person and virtual teen mentorship at meetings for all programs.
- Drives any teen project, group work, events, or activities between regular scheduled program meetings.
- Responsible for meeting room/space set-up and break-down, including the preparation of any and all materials needed.
- Building and mentoring administrative skill sets with developing teen leaders, while also ensuring all teens, adult guests, and staff have appropriate program information as-needed.
- Launches and leads annual program applications including creation, promotion and distribution, and admittance.
- Manages programs budget with support from the Executive Director
- Issues surveys to collect program feedback and data to incorporate into program design and funding reports.
- Acts as the main point of contact for program teens, parents/guardians, adult guests, experts, and teaching artists.
- Tracks attendance and teen participation, works with our Operations Team to ensure teen payments are accurate and reflective of the amount earned.

***Program Growth & Partnerships***

- Highlight and share impact stories with the TeenTix community by engaging with our teens, parents, alumni, and supporters
  - Builds and develops media and publication partnerships for TeenTix's arts journalism programming including print media, digital publications, radio/podcast, and TV news.
  - Builds and strengthens relationships with youth-service organizations to expand the TeenTix network.
  - Collaborates with the Deputy Director to build workforce development curricula & professional development opportunities and partnerships for youth volunteers, mentees, and interns.
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## QUALIFICATIONS

Your previous experience should include:

- Experience in youth education and running teen/youth programs (study in youth or arts non-profit development a bonus)
- Extra bonus for previous programs experience including curriculum development and partnership building
- A strong track record of professional leadership, academic, and/or nonprofit experience. Relevant education (such as secondary education, certifications, or training) a bonus.
- Minimum two-years experience in a non-profit or education role, ideally having experience working directly with youth and adults.
- Understanding of **small** non-profit organizational structure and program development and implementation.
- Managing relationships with colleagues, staff, teens, and supporters
- Experience with effective communication and collaboration with a diverse range of people including staff, board, supporters, and teens
- Drivers License and/or reliable transportation

You should flourish in a human-paced work environment:

- Stellar written and oral communication skills
- Ability to collaborate or work autonomously
- High level of detail and personal organization
- Ability to get along with young people in an office-environment, including support and mentorship of those in our programs and on our team
- Entrepreneurial spirit, willingness to support and participate where needed

Your values should encompass:

- An enthusiastic commitment to equitable access to art for all young people but *especially* for teens who have been excluded from arts participation, including teens of color, LGBTQIA, low-income, ESL, and with unstable housing
- A love of discussing and engaging with art amongst individuals of all ages
- A love of learning, and a desire to gain new information and skills
- A strong passion for social justice and arts access

We give you bonus points for:

- Ability to speak or communicate in languages other than English
- A personal involvement in the arts as an art-maker or art-buff

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## WHAT YOU WILL GET

This is a part-time, 30 hr/week position with a flexible, artist-or-family-friendly schedule, \$31/hour or \$64,480 annual salary. Additionally, professional development opportunities will be supported by Teentix per your areas of interest such as secondary education, conferences, public speaking, and training.



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This role will need to commit to a standard schedule during the school year (September-June) to host regularly scheduled program meetings and develop a sense of reliability and accountability with the Programs Team and teen participants. School break and summer schedules are open to more flexibility.

Required availability during the school year is listed below. The remaining hours and final schedule will be determined by the employee and their direct supervisor.

	<b>Location</b>	<b>Hours</b>
<b>MONDAY</b>	Flexible location	Flexible between 10-6 PM
<b>TUESDAY</b>	TeenTix HQ	Flexible between 10-4 PM Required 4-8 PM
<b>WEDNESDAY</b>	TeenTix HQ	Flexible between 10-4 PM Required 4-8 PM
<b>THURSDAY</b>	TeenTix HQ	Flexible between 10-4 PM Required 4-8 PM
<b>FRIDAY</b>	Flexible location	Flexible between 10-6 PM
<b>SATURDAY/SUNDAY</b>	In-Person	As-needed per program events

Our work is challenging, fun, inspiring, frustrating, rewarding, and with the proper scheduling and communication is very possible with an artist-or-family-friendly schedule.

- 30 hours/week, part-time, \$31 hourly (\$64,480 annually), non-exempt
- \$50 transportation monthly stipend
- \$300 annual professional development fund
- Occasional event tickets/access to TeenTix Partner Organizations

Employees receive benefits in accordance with the hours regularly worked:

<b>Type of Leave</b>	<b>Employees working 30 hours are eligible for/accrue:</b>
Holidays	14 Paid Holidays
Vacation	12 Days Paid Vacation
Paid Time Off (PTO)	96 hours PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time



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## THE TEENTIX CULTURE

TeenTix is an organization that is committed to helping our employees achieve career goals and maintain a good quality of life. Your time will be respected and you will not be asked to treat yourself as an unlimited resource. TeenTix regularly works horizontally and prioritizes collaboration. All staff have input in decision making, which helps everybody stay accountable to one another. Staff engage in regular arts practices and are supportive of an environment that allows for a personal relationship with art and community.

TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. Please read more about how we approach addressing our equity work [on our website](#).

We recognize that a key method to shifting constructs of white supremacy and inequities built into traditional fundraising practices is to follow community-centric fundraising principles, such as centering race, supporting our nonprofit partners, valuing transparency - especially young people, and working together as a staff to approach all challenges and opportunities as they arise. Our Programs Manager will be someone who is willing to support these efforts, help drive change, challenge practices, and ensure youth are at the center of TeenTix.

## OUR COMMITMENT TO ANTI-RACISM

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## TO APPLY

People of all ages, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply.

Please send a resumé and cover letter to [jobs@teentix.org](mailto:jobs@teentix.org). Cover letter may be in the form of a written or video submission.

We will begin reviewing applications on July 29, 2024. We will continue to review applications on a rolling basis after that date. Zoom or in-person interviews will be conducted on an ongoing basis. Applicants who are invited to continue will be asked to submit work samples relevant to this position, and at further interviews will be joined by staff, teens, and board.

We hope to fill this position no later than September 3, 2024.