

Program Manager Lead – Job Description

Classification: Exempt

Status: Permanent, Full-Time

Department: Programs

Report To: Artistic/Executive Director

Salary: \$64,480 annually

To Apply: Review this job profile, its responsibilities, and qualifications. If this opportunity fits well with your skills, experience, and career goals, we'd love to hear from you. Send your resume and cover letter in **one PDF** to transcenDANCE Managing Director, Steph Walsh, at steph@tdarts.org. The position will be open to applications May 1 – 31, 2023, with qualified candidates being interviewed as applications are received.

transcenDANCE Mission

To guide young people in underserved San Diego County communities to transcend barriers, expand their ambitions, and create positive change for themselves, their families, and communities, through dance and performance.

Position Description

The Program Manager Lead is an experienced Programs staff person with youth arts education knowledge and experience building and growing school and community partnerships. The Program Manager Lead works closely with the Artistic/Executive Director to implement organizational strategies and support transcenDANCE Teaching Artists working in school and community settings. The Program Manager Lead supervises up to 10 Teaching Artists. This position is tasked with managing all day-to-day aspects of school and community residencies, which includes contracts, MOU agreements, attendance and demographic tracking, and information sharing through marketing materials. This position is responsible for building key partnerships related to student recruitment, local family connections,

while strengthening relationships with key school administrators and educators to ensure successful dance education programs. The Program Manager Lead works to ensure the highest quality dance education delivery happens while organizational values are upheld. This person supports earned income goals for school/community contracts. This person will be charged with developing new and expanded opportunities that bring more Creative Youth Development aspects, that our core to our onsite programs, to the school and community settings.

This role can be fast paced while needing to manage competing priorities. It requires a balance of excellent inter/intra-personal skills as a key staff member leading programs, along with the efficient administrative skills needed to manage the data collection and/or documentation for all programs, including artist payroll and contracts, school agreements, grant reports, and student assessments.

The Program Manager Lead must be highly collaborative, an effective communicator, detail-oriented, a good listener, and maintain a values-based approach. The position requires independent thought and discretion, as well as the ability to proactively assess situations and their importance to and impact on students, partnerships, and programs.

The is a permanent, exempt full-time position that reports to the Artistic/Executive Director. The salary is \$64,480 annually. This position is eligible for benefits including health insurance, paid holidays, and paid time off. Trainings and professional development opportunities are regularly offered for this position.

Essential Responsibilities & Duties

Leadership

- Be a Team Leader with up to 10 Teaching Artists, working in school and community settings, providing guidance, support, and management for key areas of responsibility, ensuring quality work performance and the meeting of deadlines
- Act in a leadership role for the organization's Racial Equity work, initiating new policies, procedures and practices as needed, and supporting all staff advancing in their learning and growth

- Support the ED/AD in implementing strategies to reach the earned income goals established in the annual operating budget related to program activities
- Be a spokesperson for the organization, representing transcenDANCE Programs at community events, with students, families, partners, and at organizational special events
- Develop new and expanded opportunities that bring more Creative Youth Development aspects, that are core to our onsite programs, to the school and community settings
- Be a representative for community engagement and shared learning opportunities, including with regional arts advocacy groups and convenings
- Participate in trainings, learning, and growth opportunities related to all aspects of Creative Youth Development through workshops, trainings and other professional development opportunities
- Act as an initiator, collaborator, and catalyst for positive working relationships and healthy communications across Program and Administrative departments
- Contribute meaningfully to all staff meetings and program team meetings

School Partner Relations & Community Engagement

- Be the main point of contact and oversee up to 15 school and community dance education residencies
- Oversee and implement student recruitment plan throughout the year working closely with school contacts, parent associations, and community partners to ensure that transcenDANCE Arts Center programs are visible and accessible
- Be the main point of contact and lead planning and communications with 6 Teaching Artists for a robust school summer residency in partnership with the Lemon Grove School District that serves 500 students
- Build and strengthen relationships with specific school and community partners through presentations, 1:1 meetings with key personnel, and information sharing
- Serve as main point of contact for all outreach performance bookings
- Co-design and lead school/partner qualitative evaluations

- Be a main point of contact with community sites for both outreach performances and performance residencies regarding artist needs, logistics management, and cross promotions
- Be a representative of transcenDANCE at community events working info tables

Administrative

- Implement student assessments that provide qualitative and quantitative data, and report back on results and trends every six months
- Co-create and oversee master school and community residency calendar and communicate to team members and Teaching Artists
- Oversee and adhere to distinct school residency and project budgets
- Review and approve timesheets for Teaching Artists working in schools
- Manage substitute assignments when Teaching Artists call out of work for school and community residencies
- Manage all contracts and MOU agreements with school and community partners, including for outreach performances
- Create Teaching Artists agreements for specific projects and residency work in partnership with Managing Director
- Write reports specific to grants funding particular school and/or community residencies that include outcomes and goals reached
- Run reports in programs database to report on number of students, sites, audience members served off-site
- Maintain electronic files on SharePoint ensuring proper organization and storage

Marketing

- Create flyers in Canva for promotions for specific programs and enrollment opportunities
- Create program copy for select program collateral pieces to share with graphic designer

- Review/edit select program marketing materials before going to print
- Market the annual CREATE performance to select school partners to ensure goal attendance numbers are met for the school matinee
- Collaborate with the administrative staff to reach audience development goals at annual CREATE performance through school and community partner outreach and communications
- Support audience development for site specific performances in the community

Experience, Skills, and Abilities

Required Qualifications

- At least three years of relevant experience with youth arts program management in school and community settings
- At least two years of experience in creative staff direct management
- Motivational and collaborative leadership style with a growth mindset approach
- Ability to handle multi-project/site workload with a high level of professionalism and a proactive approach
- Strong advocate for the importance of arts education and Creative Youth Development in both school and community settings
- Experience working with youth, staff, artists, and families from diverse cultural backgrounds in an affirming way
- Superb written, verbal and interpersonal communication skills
- Experience with creating program marketing content and doing basic level design
- Experience with project budgeting and report writing
- Experience with evaluation methods and impact data reporting
- Skills in directing and supporting creative staff to fluidly manage changing circumstances and priorities
- Strong problem solving skills
- A track record of building successful partnerships
- Ability to work well under pressure and be highly organized

- Positive, flexible, collaborative, can-do and team player attitude

Highly Desired Qualifications

- Bachelor's degree in related field (arts, education, social services, sociology, psychology)
- Bilingual (English/Spanish) speaking and writing skills
- Knowledge and experience specific to Creative Youth Development
- Knowledge of youth arts work that takes a healing-centered, trauma-informed approach
- Knowledge and experience in dance education

Additional Information

Reporting

The Program Manager Reports to the Executive/Artistic Director.

Supervisory Responsibilities

This position supervises up to 10 Teaching Artists and volunteers whose scope of work fall within this position's program responsibilities.

Hours, Location, and Reasonable Accommodations

40 hours per week with regular online administrative hours and site presence during program hours. Some evenings and Saturdays will be part of the schedule. The ED/AD will work with Program Manager Lead to co-develop a schedule that meets ongoing program needs and shifts.

During normal conditions, work is performed at the Lemon Grove Citronica campus in the office and at school and community sites. Some administrative work can be done from home. Meeting locations vary (Zoom, Arts Center, other San Diego City locations). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Travel is primarily within San Diego and Lemon Grove cities/areas during business hours.

Other Duties

This job description is intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

About the Organization

transcendANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcendANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the Creative Youth Development National Partnership website.

transcendANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing

arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

In 2021, transcenDANCE successfully entered a new phase in its organizational development with the completion of the transcenDANCE Arts Center in Lemon Grove.

This new building and its location on the Trolley's Green Line significantly increases the organization's ability to provide more creative and therapeutic services to more young people more of the time.

Our Commitments to Equity and Equal Employment Opportunities

In 2020, transcenDANCE began a more intentional effort to develop a strategic plan that involves a collaboration of voices, including representation from all facets of the organization. The map of long-term endeavors includes trainings and a review of organizational policies and practices to ensure alignment with the strategic vision, and ongoing opportunities to integrate and embed an ever-deepening awareness. The goal of the equity work is not static; it is an ongoing commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the collective safe space.

transcenDANCE is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.