

## **Sitar Arts Center**

### **Early Childhood Arts & Special Projects Manager**

Sitar Arts Center is seeking a full-time Early Childhood Arts & Special Projects Manager to administer the growing early childhood arts program and special offsite arts education projects. The ideal candidate will have a proven ability to manage people and systems in a fast-paced environment. The position is the right opportunity for a person who deeply believes that arts learning positively impacts communities and people's lives at every level of development, from birth to adulthood. The candidate must be capable of making thoughtful, informed decisions and positively representing Sitar Arts Center to schools and other community partners.

#### **About Sitar Arts Center**

Sitar Arts Center advances the critical life skills of financially disadvantaged children and youth and prepares them for achievement in the 21<sup>st</sup> century through visual, performing and digital arts education in a nurturing community. Each semester, more than 80% of the Center's school-aged children are from low-income households. The President's Committee on the Arts and Humanities recognized Sitar with the prestigious National Arts and Humanities Youth Program Award and in 2015, Sitar Arts Center received The Washington Post Award for Excellence in Nonprofit Management.

#### **Job Responsibilities:**

The Early Childhood Arts and Special Projects Manager reports directly to the Senior Director of Programs and provides project support to the Dean of Early Childhood Arts. The position is responsible for the following:

#### **Sitar's Early Childhood Arts Program Manager (70%)**

- Work with the Dean of ECA to support the growth of the program and its vision for systemic change in Washington, DC
- Manage budget, scheduling and student registration for onsite ECA program
- Support the Dean of ECA in providing training and professional development to ECA Faculty
- Work with ECA families to ensure their needs and interests are met
- Build school and community based partnerships for ECA Artist-in-Residence program
- Serve as point of contact for supplies, schedules and other needs of ECA faculty
- Schedule onsite ECA classes for academic year and summer program
- Ensure that evaluation of ECA program is ongoing and rigorous in collaboration with Dean of ECA and contracted evaluation consultant
- Work with Marketing and Technology Director to ensure that the ECA program is effectively marketed and branded

#### **Special Projects Manager (20%)**

The ECA and Special Projects Manager will coordinate special offsite educational projects for school-aged children as needed. Responsibilities include but are not limited to:

- Track special project grants, write grant reports and serve as liaison with grant contact to fulfill all special project grant administrative needs
- Ensure offsite program quality and consistency with Sitar values and curriculum via site visits and program evaluation

- Create marketing materials, collect registration information, and implement retention strategies
- Work with Senior Director of Operations to hire, manage, and train staff for Sitar at offsite locations
- Serve as the liaison between offsite administration and Sitar Arts Center

**Sitar Program Team Member Responsibilities (10%):**

- Staff registration for Arts Afterschool and Camp Sitar
- Fulfill student and center monitoring duties as assigned
- Staff special events, including occasional weekend events
- Be prepared to jump in on “all hands on deck” projects related to programs and fundraising activities

**Qualifications:**

We are seeking a candidate with excellent interpersonal skills who is a self-starter, exceptionally organized and enjoys working in a collaborative team. You should have:

- A commitment to arts education and social justice
- 2-3+ years of related work experience
- Education or related experience in early childhood development and/or arts education
- A desire to build community
- The ability to handle and prioritize multiple tasks
- Strong verbal skills, written and spoken
- Diligence, follow-through and attention to detail
- Some Spanish speaking ability preferred

**Salary and Benefits:**

The salary range is \$40,000 - \$45,000, depending on level of education and experience. Benefits include healthcare coverage, a generous annual leave plan, short and long term disability and life insurance, a retirement match and a flexible spending plan.

**To Apply:**

Please send a cover letter, resume and the names, titles, emails and phone numbers for three references, as well as a salary history to: [HR@sitarartscenter.org](mailto:HR@sitarartscenter.org). Please include Application for ECA Manager in the subject line. (No phone calls please.) Sitar Arts Center is an equal opportunity employer.