Manager of Studio Programs

**Status:** Full-time, salaried position (exempt employee)

**Benefits:** Yes

**Reports to:** Director of Education

**Direct reports:** Coordinator of Studio Programs, Coordinator of Digital Learning, and teaching artists

**Summary:**
Marwen seeks a passionate, equity-focused, youth development leader who believes in the power of young people, community, and the arts to lead efforts for social change. The Manager of Studio Programs is responsible for overseeing and cultivating dynamic, youth-centered arts programming across eight visual arts studios at Marwen’s 2,900 square foot art center. The ideal candidate will possess experience and passion for the work of teaching artists and the power of intergenerational arts learning. The candidate will have a strong, asset-based approach to partnering with young people and families, rooted in deep respect for the cultural wealth of local communities. This highly-collaborative role provides key leadership across the organization and sits at the heart of Marwen’s mission and values. The Manager of Studio Programs will play an essential role in advancing and deepening Marwen’s creative youth development work.

**About Marwen:**
Marwen educates and inspires young people. We provide year-round, out-of-school visual arts and college and career pathway programs to young people from nearly every neighborhood in Chicago. The tuition-free programs engage over 1,000 6th-12th graders annually in an 8-studio facility at 833 North Orleans. Teaching artists and education staff utilize the tools of creative youth development to facilitate programming in a wide range of disciplines, including painting, drawing, sculpture, ceramics, photography, animation, fashion design, and mixed media. For more information, visit [www.marwen.org](http://www.marwen.org).

**Core Responsibilities:**
Marwen’s Manager of Studio Programs reports to the Director of Education and works in partnership with the education team and cross-departmentally with development, communications, and administrative staff as well. The Manager supports and supervises staff, including the Coordinator of Studio Programs and the Coordinator of Digital Learning. The Manager works closely with the Manager of Culture & Access and the Associate Director of Alumni Initiatives to ensure support and leadership opportunities for studio program interns.

Additionally, the Manager is responsible for supporting and supervising Marwen teaching artists in partnership with the Manager of Teaching & Learning Programs. The ideal candidate is a passionate art educator, creative thinker and collaborative leader who believes in developing the leadership and shared vision of their team, in partnership with young people and families.

**Oversight & Program Development**
- Provide leadership in the continuous development of youth and equity-centered arts programming at Marwen
- Facilitate opportunities for meaningful collaboration of education staff, young people, and/or artist educators to inform and shape program design
- Collaborate with the education leadership team to hire teaching artists
Leadership and Staff Support
- Participate as a collaborative member of the education leadership team
- Facilitate collaboration within studio programs team
- Support intentional collaboration between the studio programs team and the other departments within education -- College & Career, Alumni Initiatives, Teaching & Learning, and Student & Family Engagement
- Provide supervision, mentorship, regular observation, and supportive feedback to teaching artists and direct education staff
- Work closely with the Manager of Teaching & Learning Programs to facilitate and interpret youth and teaching artist surveys and share back learnings
- Collaborate with the development team to foster new funding strategies aligned with program needs and future program innovations

Administration
- Develop and oversee studio programs budgets in collaboration with the Director of Education
- Build and refine administrative and operations systems that support studio programming as needed
- Create and curate course brochure content and program schedules in partnership with the education team and young people
- Collaborate with communications to create printed and online materials of program offerings
- Manage and ensure timely payroll process for teaching staff
- Partner with the development staff to provide data, vision, and programmatic information in support of development efforts
- Be an ambassador for Marwen programs both internally and externally
- Share Marwen practices externally at conferences and convenings
- Maintain strong communication with all Marwen departments to foster collaboration across the organization
- Work with student & family engagement staff to collect, track, and analyze data to inform programming

Studio Management and Maintenance
- Support studio program staff to ensure supply orders and maintenance of materials and equipment in Marwen’s studios and in common spaces within the building
- Oversee the application of Marwen’s safety and emergency procedures across studio programs
- Maintain communications with education staff, Assistant Director of Technology and Operations, and Maintenance Engineer to support maintenance and care of studios

The ideal candidate will have:
- Strong youth development and/or arts education background working directly with young people, especially young people who identify as youth of color, queer or LGBTQI, newcomers, first-generation immigrants, and neurodivergent
- Belief in the vital role young people play in social change
- Minimum 3 years of experience managing a team of people
- Minimum 5 years of experience working directly with young people and families
- Excellent verbal and written communication skills
- Experience utilizing databases and Excel documents
- Exceptional organizational and planning skills
- Strong understanding of trauma/healing informed practices
- Experience implementing restorative justice methodologies
- Experience designing programming in community-based and/or educational settings
- Experience facilitating professional development and coaching staff
- Strong background in arts learning, ideally visual arts or interdisciplinary arts learning
- Familiarity with the public school and arts education landscape in Chicago
- Willingness and ability to work consistent program hours, which include evenings and weekends
- Willingness and ability to travel occasionally
- Fluent in Spanish, both verbal and written

Marwen is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect our communities to apply, including bilingual individuals, LGBTQI and/or people of color. Please send a resume and cover letter to careers@marwen.org with the subject line “Manager of Studio Programs.” The deadline for submissions is April 3, 2020. No phone calls, please.

The compensation for this position is $50-55K annually commensurate with experience, full health benefits, generous PTO and retirement plan match.