

Senior Manager of Youth Programs
International Center of Photography

Direct Link: <https://www.AcademicKeys.com/r?job=242280>

Downloaded On: Aug. 11, 2024 11:22am

Posted Jul. 28, 2024, set to expire Nov. 24, 2024

Job Title Senior Manager of Youth Programs
Department Education
Institution International Center of Photography
New York, New York

Date Posted Jul. 28, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Art - Photography
Art - General
Art Administration

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Job Description

Department:Education

Schedule: Full-time

Reports To:Director of Education

Job Grade: 5

FLSA: Exempt

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About ICP

The International Center of Photography (ICP) is the world's leading institution dedicated to photography and visual culture. Through our exhibitions, education, public programs, and community outreach, we offer an open forum for dialogue about the power of the image. Since our founding in 1974, we have presented more than 700 exhibitions and offered thousands of classes, providing instruction at every level. Our new integrated center on the Lower East Side reunites our school and museum in one space to become the cultural anchor of Essex Crossing.

Position Summary:

The Senior Manager of Youth Programs oversees all youth-related program initiatives both on and off-site. These include: Teen Academy seasonal courses, the yearlong Imagemakers program, the Mount Sinai Adolescent Health Center Alumni Group and the ICP at THE POINT partnership. Key responsibilities include; staffing, program development, promotion, implementation, and evaluation.

All programming reflects ICP's mission of social change through photography and visual culture and its commitment to diversity, equity, and inclusion.

Essential Functions and Duties:

- Oversee the program design, curricular implementation, and evaluation of Teen Academy seasonal classes, the yearlong Teen Academy Imagemakers program, and our Mount Sinai Adolescent Health Center Alumni group
- Support The Director of Education in building and managing the Youth Programs budget; tracking revenue from tuition and workshops, processing equipment and supplies expenses, and processing payroll
- Support the Development Department in producing content for Youth Programs funding proposals and grants including program descriptions, statistics, student images, writings and activity shots
- With the Development Department, work in collaboration with funders to meet their requirements, ie. program design, implementation and scholarship allocation
- Actively identify and recruit new faculty hires for the Youth Programs to foster innovative change
- Ensure that Youth Programs curriculum meets institutional diversity, equity, accessibility, and inclusion (DEAI) requirements and goals
- In collaboration with partnership staff at THE POINT, oversee program design, curricular implementation, and evaluation for our Partnership with ICP at THE POINT
- Work alongside faculty to evaluate and update the course curricula each semester to include: our

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central pillars of; photography, critical thinking, writing, and public speaking; the integration of ICP exhibitions content; and lessons responding to current events locally and globally; lead planning and evaluation meetings each semester accordingly

- Work with Faculty Liaison in providing course details for faculty contracts
- Work with Education Admin staff in providing course descriptions for student registration system and course schedules for the overall classroom calendar
- Work with faculty to identify, cultivate relationships with and schedule Guest Artists as required in each course syllabus including processing their honorariums
- Hire paid Program Assistants for each course including processing related payroll
- Manage the scholarship application process for Teen Academy (at least 50% of students receive need-based financial aid) to present for review and approval by Director of Education
- Build relationships with prospective students, parents, school/educator and community-based partners locally, nationally, and internationally to support recruitment for the program
- Work alongside Marketing staff on recruitment and promotion for the youth programs. Managing the content needed for Youth Programs promotion through our website, newsletters, email outreach, advertisements, online and additional social media presence, etc.
- Facilitate faculty and part-time staff onboarding procedures and trainings
- Substitute for Teen Academy seasonal course faculty for last minute individual class sessions as needed
- Support occasional Teen Academy Ima makers classes/workshops to introduce guests and manage related administrative agendas
- Ensure the archive of all Youth Programs student work and class documentation including student images and writings, activity shots, and other supporting documents is maintained and updated

Collaborations, Tours, and Workshops

- Manage any additional youth-based initiatives as they arise including participation in ICP Public Programs, local festivals, national conferences, etc.
- As needed, work with Museum Education staff to schedule and facilitate guided tours of our ICP museum exhibitions and school facilities for Teen Academy classes as well as other community-based youth groups
- Schedule and lead occasional hands-on workshops for youth both on and offsite focusing on visual literacy, photography, and storytelling, as needed with local schools and community-based organizations
- Serve as liaison to interested youth educators and youth workers seeking program information and engagement

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Additional Responsibilities:

- Support participating students and alumni through their classes/program participation as related to their ICP education
- Participate in bi-weekly Education Division meetings
- Participate in Interdepartmental meetings as needed

Supervisory Responsibilities:

Interview, hire, train, and supervise Youth Programs team members including:

- Coordinator of Youth Programs
- Youth Programs Assistant
- Alumni Youth Program Assistants
- Teaching assistants
- Faculty

Preferred Qualifications:

ICP is committed to equal opportunity employment. We believe that diversity, equity, and inclusion are values that are integral to offering an open forum for dialogue around photography and visual culture that is open to all. Through this lens, we hope to engage, educate, and inspire our visitors, students, and community at large. We welcome candidates from diverse backgrounds and look forward to receiving your application.

Education Qualifications:

- Bachelor's degree in a related field is required including arts administration and education, youth and community development

Experience Qualifications:

- 3-5 years in arts administration, teaching youth, and community engagement
- Experience in teaching groups, leading tours, and public speaking
- Experience implementing photography related curricula and lesson plans
- Prior managerial and/or supervisory experience is required

Specialized Knowledge, Licenses or Certifications required:

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- N/A

Competency Requirements (Skills and Abilities)

- Ability to think strategically and work collaboratively toward shared goals
- Ability to multitask in a fast-paced environment and manage ongoing project deadlines
- Strong program management skills
- Excellent verbal and written communication skills
- Strong community building and leadership skills
- Effective and collaborative team player
- Solid understanding of techniques, aesthetics, and uses of darkroom and digital photography
- Strong computer skills (Windows, Mac OS X, Microsoft Office Suite, Adobe Creative Suite, proficiency in digital imaging capture, scan & print)
- Proficiency in Spanish is preferred
- Must have flexibility to work some weekends and evenings

Working Conditions

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- While performing the duties of this Job, the employee is regularly required to sit and talk or hear.
- The employee is occasionally required to stand and use hands to finger, handle, or feel and reach with hands and arms.

Special Environmental Factors: (Nature of the work environment)

- The employee is required to commute between locations
- The employee is required to work in the general public environment (face-to-face contact with the public).

Compensation and Benefits

- Salary will be competitive and commensurate with experience.

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- ICP provides its staff with a generous benefits package featuring medical, dental, life insurance, short- and long-term disability, pre-tax transit and flexible spending programs, and 403(b) pension plan.

The International Center of Photography is an Equal Opportunity Employer.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Art Rios
Education
International Center of Photography

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