



PROJECT COORDINATOR

PRIMARY DUTIES AND RESPONSIBILITIES

- Preparation for Kick-off Meetings and Site Visits: Collect information on host sites.
- Kick-off Meeting and Follow-up: Attend the initial meeting with the intern and supervisor. Conduct a follow-up after one week to assess onboarding progress.
- Site Visits: Visit each site to understand intern experiences firsthand, document work, observe program dynamics, and make timely improvements for project success.
- Interns' Weekly Logs Review: Review interns' weekly logs. Provide constructive feedback to ensure clarity, accuracy, and reflection on their learning journey. Emphasize clear communication and encourage thoughtful introspection.
- Cohort Challenges Identification: Identify individual and group challenges within the cohort and bring them to the manager's attention.
- Reporting and Survey Oversight: Produce midterm and final reports. Ensure the supervisor's timely submission of midterm and final surveys and reports.
- Program Day Activities Coordination: Collaborate on creating and supervising daily program activities. This includes coordinating guest speakers, planning visits to arts organizations, and selecting relevant reading materials.
- Cohort Meetings: Guide group discussions following program day activities. Promote collaboration, critical thinking, and creativity among interns. Direct talks to align with program objectives and foster productivity.
- Technical Assistance for Interns: Provide technical assistance to interns on the submission of final projects and review their final presentations.

POSITION REQUIREMENTS

- Bachelor's degree in a relevant field
- Previous experience working with arts organizations or young professionals in an educational or mentorship capacity.
- Strong organizational and communication skills, with the ability to effectively coordinate program activities and engage diverse stakeholders.
- Proficient Excel skills
- Knowledge of arts, cultural, and performing arts organizations and a passion for nurturing the next generation of arts professionals.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment, adapting to evolving priorities and needs.
- Required attendance in May at a training rate above minimum wage in your city.

- Required participation in Program Days, which are mostly scheduled for Fridays or Wednesdays, including a strategy meeting and program launching event.

LOCATION AND SCHEDULE

- One position in each of the following cities: Baltimore, Boston, New York
- The position requires up to two days per week in the respective city from early June to late August for the duration of the program.

SALARY: \$35 per hour

JOB TYPE: Part time, temporary. Up to 20 hours per week for 10 weeks

BENEFITS: None

VACINATION AND MASKING POLICIES

Studio Institute recommends that all new hires be fully vaccinated and boosted against COVID-19. Compliance with local mandates and host organization protocols regarding mask-wearing is expected.

TO APPLY

Email your resume and cover letter to jobs@studioinstitute.org with "Bloomberg College Arts Intern Program Day Coordinator and Cohort Support" in the subject line. Applications must include a cover letter to be considered. No phone calls, please.

WHO WE ARE

Since 1977, The Studio in a School Association (SIAS) has provided artist-taught visual arts programs in New York City, bringing nearly 700 professional artists into classrooms as teaching artists and role models for more than one million students. Based upon the success of our programs and partnerships under the direction of Thomas Cahill, SIAS formed Studio Institute (Studio) in 2016, naming him its president.

The goal of the new organization is to expand the scope to provide programs and create new partnerships with communities and cultural organizations nationwide. Studio is currently working with partners in Boston, Cleveland, Memphis, New York, Philadelphia, and Providence. Studio shares tested innovations, visual arts curricula, classroom program models, professional development models, arts internships, research grants, and assessment methods with arts and educational communities nationwide.

Studio Institute, LLC seeks to hire staff reflecting the diversity of the communities we serve. All positions at Studio Institute are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.