



Hartford Performs Project Manager 2018-19

About Hartford Performs

Hartford Performs is an independent, non-profit, arts-education organization. Our mission is to connect all Hartford Public School students to quality arts experiences that advance student learning and deepen engagement in community. We bring teaching artists into classrooms and students out to the region's cultural venues to present school curriculum in creative ways that reach students of all learning styles. This school year, we will deliver more than 800 programs to nearly 14,000 students in all 30 of Hartford's PreK-Grade 8 schools. We also provide professional-learning workshops to Hartford's teachers and the 100+ teaching artists who deliver our programs.

Hartford Performs produces a great deal of programming with a very small and dedicated staff. All employees are true believers in the mission, and have a strong team mentality and exceptional organizational, time-management and communication skills.

About the Project

This is a pilot project to add arts-integration programming to New Britain High School's physical education (PE) curriculum. Ultimately, Hartford Performs professional teaching artists would present creative, engaging, arts-based programming as a regular part of New Britain's PE classes. In addition, New Britain educators would develop capacity to lead some of these types of activities on their own. Potential programming could include various types of dance, martial arts, frisbee, drumming, mindfulness, circus skills or other arts-based genres. This pilot project is designed to create the structure through which this programming would occur. This is a highly collaborative project, working closely with educators from the Consolidated School District of New Britain.

About the Position

This is part-time, temporary, grant-funded position scheduled to run October 2018 through April 2019. The position is hourly (non-exempt) with no benefits such as paid time off or insurance. The Project Manager will report to the Executive Director. The hours are flexible and will vary week to week depending on the project needs, likely averaging approximately 10 hours per week.

Primary duties include:

- Work with New Britain High School and district-based educators to determine student and teacher needs, as well as curriculum goals and educational standards to be met.
- Determine schedules and formatting for both in-school and out-of-school-time programming.
- Determine what types of programming would be most effective.
- Define requirements for teaching artists.
- Pilot test programming.
- Identify and negotiate with teaching artists. Work with selected artists to create curriculum plans, provide coaching and troubleshoot issues.
- Develop and execute an evaluation plan.
- Create professional learning plan to build teacher capacity.
- Monitor and document program design and delivery.
- Serve as primary liaison between New Britain school district and Hartford Performs management.
- Other responsibilities as assigned.

Position Requirements

- Proven ability to manage projects from concept through implementation, and within budget.
- Ability to understand and work with public school teachers, students and administrators, as well as artists.
- Understanding of educational standards and curriculum, and the philosophy and practice of arts integration.
- Experience working in a formal or informal educational setting is preferred.
- Outstanding communication skills, both written and verbal.
- Exceptional organizational and time-management skills.
- Enthusiasm for working collaboratively with a team.
- Proven ability to negotiate toward creative, productive solutions.
- Facility with Microsoft Office (Outlook, Word, Excel, PowerPoint and Publisher), preferably on a PC platform.
- Experience with online project management and evaluation platforms.

The ideal candidate will be reliable, have a positive attitude, flexibility, the ability to self-direct as well as follow direction, and a desire to learn new skills.

Qualified applicants will go through an interview process, may be required to complete one or more in-office assignments to demonstrate required skills, and must successfully complete a background check.

Application process

Submit a résumé and cover letter to: HR@HartfordPerforms.org and reference “**Project Manager**” in the subject line. Incomplete applications will not be considered. No phone calls, please.

Hartford Performs is an Equal Employment Opportunity employer.