



Now Hiring

Programs Manager

Urbano Project (Boston, MA) www.urbanoproject.org

Part-Time, In-Person/Remote

Application deadline: Rolling recruitment

Interviews: Ongoing

Start date: Immediate

Urbano Project is a community arts non-profit, founded in 2009, that brings together artists, youth, and community members to learn and experiment with public and participatory art projects as a way to foster personal transformation, community care, and social justice. Our projects consist of Artists-in-Residence, Youth Projects, Community Art Projects, and Workshops, all of which intersect around an annual curatorial theme.

Job Description

Urbano is seeking an experienced Programs Manager to conceptualize and manage programs that support the mission and vision of the organization. The Program Manager plays an integral role on the Urbano team, responsible for program management, evaluation, outreach, creative youth development, event planning, and overseeing collaborations and partnerships. Reporting to the Executive Artistic Director, the Program Manager will be the primary point of contact for Artists in Residence (AIR), Teaching Artists, and program participants (youth and adults), to provide logistical and creative support on their projects.

This role will be best suited for a highly creative individual with a demonstrated commitment to diversity, inclusion, equity, and justice (DEIJ), who is comfortable working in a fast-paced environment, taking initiative, and managing multiple projects simultaneously. This is an opportunity for an energetic and adaptable professional to significantly impact the growth of a youth and social-justice focused arts organization and its vibrant community.

Duties and Responsibilities

Program Management

- Be the primary point of contact for Artists in Residence (AIR) and Teaching Artists
- Research, draft, and implement annual Curatorial Theme and coordinate annual programming schedule
- Manage the review of artist applications, draft contracts, and ensure adherence to contractual obligations
- Implement evaluation tools to continually assess program quality, outcomes, and impact
- Coordinate the review of participant applications and post-selection communication
- Be the primary point of contact for program participants concerning attendance, long-term engagement, and other program-related issues.
- Prepare data analysis and reports for development and grant writing applications
- Coordinate and execute final events for participants, families, and community members
- Propose and implement innovative program ideas that align with Urbano Project's mission and resonate with the target audience
- Explore opportunities for program expansion and identify new areas for growth within the community
- Develop and implement contingency plans for unforeseen challenges that may impact program delivery

Outreach and Partnerships

- Be the primary point of contact for artists, partners, and collaborators
- Assist with outreach strategies for youth and community-based, youth-serving organizations, such as schools, libraries, community centers, museum education initiatives
- Foster relationships with educational and funding partners
- Actively engage and support Executive Artistic Director, Communications and Outreach Manager, and Development Manager
- Develop contracts for exhibitions and performances, and support with press releases, schedule installations dates, and oversee budgets
- Collect images and content for programs' documentation, and marketing and outreach

Accessibility and Inclusivity:

- Ensure program accessibility for individuals with diverse abilities, backgrounds, and needs
- Implement measures to enhance inclusivity and accessibility in all aspects of program planning and execution.

Qualifications:

- Bachelor's degree in Arts Education, Art History, Fine Arts/Studio Arts, or equivalent

- Minimum 3 years of experience working in the non-profit arts sector, preferably in arts education, creative youth development, or social justice work
- Demonstrated experience working with youth aged 14-19
- Experience with program design, implementation, and evaluation
- Strong project management, organizational, and problem-solving skills
- Strong writing, communication, and presentation skills
- Ability to work under pressure and manage multiple projects simultaneously with overlapping deadlines
- Knowledge and/or experience in budget development and management
- Strong interpersonal skills and the ability to work collaboratively with colleagues, community members, partners, and advocates
- Adaptability to be part of a small creative team in an online office environment and to manage hybrid (virtual and in-person) Programming
- Available to work some evenings and weekends
- Bilingual in English and Spanish is a plus

Compensation and Commitment:

Pay for this position is \$35/hour, 20 hours/week minimum, 2- 4 days in person (Monday - Thursday, 2 pm - 7 pm), including some weekend availability. Flexible hours.

To Apply

Urbano Project is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds, especially those who identify as Black, Indigenous, and People of Color (BIPOC), to apply.

Please send a **cover letter, resume, and contact information for three references** to:

Stella Aguirre McGregor, Executive Artistic Director

Email: info@urbanoproject.org

The position will remain open until filled. Urbano is an Equal Opportunity Employer and actively seeks a diverse staff that is reflective of the community it serves. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.