



About the position: Recess seeks an experienced, dedicated individual to coordinate and administer its Assembly Program. The Assembly Program Coordinator will serve as a key member of the Recess team, contributing to overall institutional development with a specific focus on Assembly, the artist-led diversion program and creative employment pathways for court-involved youth and a growing partnership with NYCHA, relationship with NYPD, and partnership with youth, coordinating all education, partnerships, opportunities, initiatives, and programs associated with Assembly. The Assembly Program Coordinator will collaborate with all educators, related artists, and our growing cohort of Assembly Peer Leaders and Artist Apprentices as well as contribute to grants management, writing, reporting, events, and documentation related to Assembly.

Recess: Recess is a nonprofit art space formed in 2009 to partner with artists to build a more just and inclusive creative community. By envisioning our public as participants, we challenge common distinctions between process and product and maker and consumer. For more information visit recessart.org.

The Assembly Program Coordinator's responsibilities include but are not limited to:

- Work with Recess staff to refine and implement long-term Assembly engagement and programming
- Directly collaborate with artists and educators who lead weekly Assembly diversion workshops
- Engage and mentor participants during drop-in hours, peer leadership, fieldwork internship, and alumni
- Organize the stewardship of curriculum and workshops offsite to schools and partner organizations
- Maintain communication with mandated cohort, peer leaders, artist apprentices, fieldwork interns, Brooklyn Justice Initiatives, artists, educators, internship hosts and program partners
- Build ongoing partnerships for Assembly including partnerships with NYCHA, NYPD, Center for Court Innovations and other city agency, cultural and community organizations
- Track Assembly budgets, documentation and reporting
- Track, develop and analyze key performance indicators and evaluation
- Support the Executive Director and Director of Advancement with fundraising for Assembly: grant writing, events, and prospect cultivation at the individual, government, foundation and corporate levels

Requirements:

- B.A. or B.S
- Passion for art, social justice, arts administration, youth development, and innovative strategies;
- Demonstrated ability to work well with artists, educators, youth, arts groups, and key stakeholders
- At least 2 years arts administration and/or non-profit experience; familiarity with New York City arts, courts, youth and education communities a plus;
- Excellent written and verbal communication skills;
- Flexibility and strong ability to work independently and with others;
- Grant writing and development experience a plus;
- Computer and online literacy and strong working skills in Microsoft Office, Google Drive; working knowledge of Adobe Creative Suite a plus
- Flexible schedule (Full time, Tuesday through Saturday and occasional evenings and/or weekends as related to events and programs);

Reports to Executive Director & Director of Advancement

Salary: Commensurate with experience. Includes health benefits, 401K plan.

Position start date: January 2, 2019

Schedule: Tuesday-Saturday 10-6 & Thursday 12-8; occasional events and programs outside regular hours

Application Instructions: Submit a cover letter, resume, and three references as a combined pdf by email to employment@recessart.org with the subject line "Assembly Program Coordinator"

Recess is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.