

## **Position Description – Virtual Program Manager**

Part-Time; 24 hours at 3 days/week

\$24/hour

***This is a 12-month grant-funded position; continued employment is contingent upon grant funding.***

### **About Snow City Arts**

Snow City Arts (SCA) inspires and educates children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, poetry, theater, music, dance and media arts to patients at Rush University Children’s Hospital, Ann & Robert H. Lurie Children’s Hospital of Chicago, and Children’s Hospital University of Illinois (UIC). In March 2020, Snow City Arts’ programming pivoted to virtual instruction to meet the needs of pediatric patients at our hospital partners, who are under severe visitor restrictions making an already challenging situation even more isolating. Virtual programming includes one-on-one instruction and art-making videos. Accompanying each video is an instruction guide and transcript, available in English and Spanish, as well as art kits that include all materials needed for engagement. SCA is now employing a hybrid programming model, with Teaching Artists teaching both at hospital sites as well as virtually.

Snow City Arts’ curricula are steeped in studio practices and benchmarked by the National Core Arts Standards and Common Core State Standards. SCA works in partnership with Chicago Public Schools and suburban school districts. With permission, students’ learning outcomes and portfolios are sent to their schools in order to generate credit assignment for work completed with SCA. The Snow City Arts team includes an administrative staff of 4 and an artistic staff of 6 part-time, professional Teaching Artists, as well as numerous interns, work-study students, and volunteers. As a small, yet mighty organization, our team values an “all hands-on-deck” approach balanced with a commitment to wellness. Snow City Arts is committed to generating a work environment that centers on learning, equity, and inclusivity. A cohort member of Enrich Chicago, SCA is committed to advancing systemic change in the arts and is building a vision and framework for anti-racist work across the organization.

### **Summary of Position**

SCA seeks an insightful, equity-focused Virtual Learning Manager committed to cultivating accessible virtual spaces for student-centered learning that privileges the abilities of all young people. The Virtual Program Manager reports to the Program Director and provides focused oversight to SCA’s virtual learning platforms. Curricula is designed by Teaching Artists in collaboration with the Virtual Learning Manager, who will hold a strong understanding of cyberpedagogy and e-learning. The Manager will oversee contractual workers and volunteers, to include translators, media editors, copyeditors and graphic designers. The Manager will also intentionally deepen existing partnerships and cultivate new relationships for virtual content distribution nationally.

### **Evolving Practice & Quality Assurance**

- Collaborate with Teaching Artists to design equity-focused, accessible and culturally responsive virtual curricula that centers marginalized identities, art histories, and movements.
- Project manage and provide critical feedback for all aspects of virtual programming production to include lesson plans, raw and edited video footage, and supplementary learning materials.
- Create on-brand and public facing summaries of learning materials for SCA website, YouTube channel and supplementary learning materials.

- Design and provide quality assurance for bilingual virtual programming materials that is benchmarked on state and national learning standards.
- Facilitate monthly meetings with individual Teaching Artists to collaborate, generate ideas, assess needs, and respond to the evolving virtual learning landscape to ensure optimal delivery of SCA virtual programming.
- Review and provide feedback on Teaching Artist's artmaking videos to ensure artistic and academic rigor within an anti-racist framework.
- Collaborate in refinement and maintenance of HIPAA-compliant virtual learning platforms.
- Generate visibility of virtual learning materials through SCA website and YouTube channel.

### **Partnerships & Relationships**

- Collaborate with Program Director to intentionally deepen existing partnerships while cultivating new opportunities for virtual content delivery both locally and nationally.
- Facilitate relationship cultivation and management emerging content delivery partners.
- Provide oversight for contractual and volunteer translators, media editors, copyeditors and graphic designers to achieve quality assurance.
- Work in partnership with Chicago Public Schools, public and private school administrators, and hospital teachers to ensure the greatest number of SCA virtual learning students receive academic credit for their work at the individual and systems level.

### **Administrative**

- Review, analyze, and take action on monthly data related to virtual leaning engagement as well as provide reports for the Development and Communications team.
- Review Teaching Artists' student assessments and learning outcomes in SCA's customized, HIPAA-compliant database and provide feedback to achieve quality assurance.
- Provide quality assurance for interwoven systems
- Assemble art kits that accompany curricula and distribute when applicable.
- Ensure all copyright licensing is in accordance with permissions granted.
- Manage record keeping of consent and release forms in SCA student database.

### **Priority Skills and Experience**

**The ideal candidate will have a combination of the following professional and personal qualities, skills, and characteristics. Snow City Arts *will* consider candidates who do not meet every single requirement.**

- Ability to speak and write Spanish and English proficiently with strong verbal communication skills and the ability to adjust communication style to accommodate multiple audiences.
- Proficient in Adobe Illustrator, Adobe Photoshop, Adobe Premiere, and Google Drive.
- Strong understanding of cyberpedagogy and e-learning with the ability to develop virtual curriculum material for diverse audiences, benchmarked on state learning standards within an anti-racist framework.
- Strong understanding of anti-racist models in education and trauma/healing informed practices.
- Exercises an asset-based approach to problem solving and decision-making.

- Committed to developing an anti-oppressive work environment.
- Interested in working within a culture of collaboration, cooperation, and accountability.
- Ability to navigate tense or challenging interpersonal dynamics in a manner that is centered on trust, respect and shared vision.
- Maintains the ability to respond to shifting priorities and support multiple aspects of program delivery.
- Commitment to innovation and life-long learning.

### Desired Skills and Experience

- Experience working directly with youth and families, especially youth and families who identify as ALAANA\*\*\*, queer or LGBTQIA, newcomers, first-generation immigrants, and people with diverse abilities.
- Background in arts education and/or youth development.
- Familiarity with the public school and arts education landscape of Chicago.
- Passion for arts in health and/or arts education.

### Compensation and Benefits

This is a part-time, 12-month grant-funded, non-exempt staff position with an hourly rate of \$24/hour, 24 hours a week, divided over 3 days. There are 13 paid days off annually split among vacation, sick, and holidays and we offer a flexible work environment. We offer an employee retirement SIMPLE IRA account with a 1-3% match from Snow City Arts.

### Background Check and Health Records

- A criminal background will not automatically eliminate you from consideration though a criminal history background check will be conducted on the final candidates prior to beginning employment.
- A variety of documentation (typically related to vaccines and annual tests, which are paid for by Snow City Arts) is required to meet the health documentation requirements of our hospital partners.
- Currently, Snow City Arts is categorized as working in healthcare and Covid-19 vaccines have been made available to staff who elect to receive them.

\* HIPAA: Health Insurance Portability and Accountability Act

\*\* FERPA: Family Educational Rights and Privacy Act

\*\*\* ALAANA: African, Latinx, Arab, Asian, Native-American

*Snow City Arts is an equal opportunity employer. Snow City Arts is committed to building a culturally diverse and pluralistic team. ALAANA-identified individuals, trans and gender nonconforming people, people from poor and working-class backgrounds, and individuals with disabilities are encouraged to apply.*

**Interested candidates should send a one-page cover letter *or* a 2 – 3 min video detailing relevant experience, specific interests in this role, specific skill sets that will support this role and how you envision yourself contributing to this role; a resume; *and one* of the following: a curriculum, lesson plan or instruction guide you have designed, a video you have produced and/or edited, a podcast or webinar you have developed, or evidence of your ability to adapt a web or e-learning platform to [employment@snowcityarts.org](mailto:employment@snowcityarts.org) no later than 5:00 pm on March 30, 2021.**