

Residency and Community Programs Manager

Detailed Responsibilities

Residencies

Maintain existing relationships with schools and community partners

- Rossi Elementary (Vineland)
- Woodbury 21st Century
- Salem County Achievers (Carleton and Penns Grove Middle)
- Ascenda
- FTC/UAG

Expand program into additional classrooms / schools / community locations

- Identify strategic inroads based on needs of population served
 - expand existing classroom curriculum into more schools)
 - Increase social services partnerships to service medical needs, social emotional needs, other
- Work with Director of Curriculum on “menu” of options available - create sales pitches
- Work with Director of Development for grant proposals to fund populations served and expand partnerships
- Assist in development of marketing materials and strategies for outreach
- Cultivate new relationships with teachers/administrators/professionals in Salem, Gloucester, Cumberland County

Arts Labs in the Community

- Maintain existing partnerships and cultivate new partnerships for expanded locations
- Assist in development of class ideas, marketing materials, and strategies for outreach
- Work with Director of Development for grant proposals for program funding

Public Art Projects

- Cultivate relationships and partnerships for Appel Farm to participate in public art projects in our region.
- Maintain oversight of project planning, including but not limited to timeline, teaching artist(s), and community participation.
- Perform regular site visits during project periods
- Collaborate on marketing and promotion of public art projects

Teaching Artists

- Work with Director of Curriculum to identify teaching artists as needed for residencies, Arts Labs, and other community programs
- Recruit applicants for teaching artist positions
- Support Director of Curriculum in onboarding and training teaching artists

- Be responsible for oversight of teaching artists performance at residencies, Arts Labs, public art projects, and other community programs

Data Collection / Program Feedback

- Perform regularly scheduled visits to all residency, classroom, public art, and community program locations
- Gather pre-, mid-, and post-program feedback from participants, partners, and teaching artists
- Track enrollment data for purposes of reporting on populations served

General Programs and Administrative Duties

- Maintain and share accurate, organized, and complete records of all programs, contacts, and schedules
- Monitoring budgets for programs, including tracking expenses and income on an ongoing basis and working with Executive Director, Director of Curriculum, Programs Administrator and Bookkeeper
- Coordinate with Programs Administrator for supply needs for all programs
- Coordinate with Programs Administrator regarding project contracts, schedules, invoices, and teaching artist payroll hours
- Participate in regularly scheduled all-staff and program team meetings
- Participate in Board Program Committee meetings and Full Board meetings as scheduled
- Support other program activities on campus by participating in planning and working events, including but not limited to, special weekend art retreats and festival days
- Collaborate with programs team for inclusion of community program partners in on-campus program activities throughout the year