

GlassRoots empowers young people from all backgrounds to harness the power of the glass to build the skills and confidence they need to succeed. We are a center for aspiring and professional artists to explore the medium of glass. We help curious learners stretch themselves and explore their creativity.

GlassRoots is committed to using glass-arts to move toward a just community, one that values every individual's contribution, and that represents the cultural and economic vitality inherent in a city as vibrant as Newark. It is a major contributor to the arts throughout New Jersey.

GlassRoots just celebrated 20 years of fulfilling this mission in the heart of Downtown Newark. In 2022 we will be moving just a few blocks and expanding our footprint in a much larger space. This nearly 25,000 square foot art center will allow us to significantly grow our programs, increase our impact and develop new opportunities. The Manager of Programs will play a central role in program expansion and development. A list of current GlassRoots programs can be found on our website: www.glassroots.org.

POSITION SUMMARY:

The Manager of Programs has primary responsibility for the outreach, planning, implementation, oversight and assessment of all educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Subject to the policies and management direction established by the Executive Director, the duties of the Manager of Programs include:

PROGRAM DEVELOPMENT, OVERSIGHT, FULFILLMENT AND EVALUATION

- Develop and implement, in conjunction with the teaching artist staff, programs for students, youth and adult learners.
- Develop and maintain partnerships with schools/organizations that serve youth, generating class contracts, making regular contact to engage educational leaders in our field trip programs and recruit students directly for our long-term and workforce programs.
- Conduct outreach and identify potential partner organizations; match programs that would serve their student populations and support their curricular or programmatic goals; and oversee contracting process including negotiation of fees.
- Develop curriculum to align with city, state and national standards.
- Assess and evaluate activities to measure the short-term project outcomes and long-term program goals of the programs of GlassRoots, providing reports to staff and board as requested, at least annually.
- Monitor program participation. Compile regular and annual reports of program activity.

MANAGEMENT AND SUPPORT OF INSTRUCTIONAL STAFF

- Recruit and manage qualified instructional staff.
- Establish and implement a performance management process for all instructional staff.
- Design, implement, or recommend professional development activities for instructional staff.
- Manage schedules of instructional staff, including approving leave and assigning part-time and contracted artistic staff. Maintain schedule to ensure facilities and staff are available to offer contracted classes, with an awareness of the other demands on staff and facility.

FINANCIAL ACCOUNTABILITY

- Assist in the development of the programmatic budget; ensure accuracy of financial reports for programs in collaboration with Executive Director, Director of Development, and Finance staff.
- Monitor use of program-related funds, including salaries, supplies, and grant dollars.
- Provide programmatic reports in support of grant applications and final reports.

QUALIFICATIONS AND SPECIAL REQUIREMENTS:

EDUCATION:

- Bachelor's Degree. Preference given to candidate with degree in education, arts or arts-related field.

PREFERRED EXPERIENCE, SKILLS AND ABILITIES:

- Three to five years' experience in education or nonprofits, with increasing responsibilities. Extra points for classroom teaching experience, curriculum development and evaluation.
- Experience in imagining and developing arts and cultural programs reflecting the diversity of New Jersey's population.
- Self-starter with the ability to oversee multiple projects simultaneously.
- Strong oral and written communication skills. Must be able to effectively communicate the programs, goals and mission of GlassRoots to the public.
- Experience in working with urban students and teachers.
- Familiarity with state and national learning standards.
- Familiarity with Newark/northern New Jersey schools and community-based organizations.
- Strong computer skills with a working knowledge of Microsoft products required.

This is a "wish list." We understand that every candidate will not possess all of these qualifications. If you have many of these qualifications and can imagine yourself in this position, please apply.

Commitment to Diversity, Equity, and Inclusion

We are committed to the principles of equal opportunity and diversity and to attracting and supporting a staff and board who represent the rich diversity of the communities we serve. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability.

Compensation

\$55,000/year. GlassRoots offers generous benefits, including health, dental and vision insurance, vacation, professional development opportunities, PTO and holidays, and a flexible work schedule. This position is onsite or hybrid.

Reports to: Executive Director

Application Instructions

Please send your application saved as a single PDF, with the subject line "[Your Name] – Manager of Programs" to Carol Losos, Executive Director, via email at closos@glassroots.org. Your application should include your resume and answers to these questions:

- Why do you want to work at GlassRoots? (Please be specific.)
- Describe a program that you helped shape that makes you proud. Why?
- Tell us about a program you led that didn't yield the results you wanted. What was your aim, why did your approach fall short, how did you realize it, and what did your team do as a result?

This position is open until filled. Application deadline is March 31st but we encourage you to apply soon. We are looking to fill this position as soon as possible. Thank you for your interest in GlassRoots!