



TITLE: Education Project Manager
EMPLOYEE CATEGORY: Part-Time
PAY BASIS: Hourly (10-20 hours per week, \$25 - \$35/hr)
REPORTS TO: Associate Director of Education / School Engagement

Position Summary: The Education Project Manager functions as the liaison between project staff at New Victory Theater, ArtsConnection, and Community-Word Project and external partners within the NYC Department of Education, other arts education and cultural organizations, and funding organizations. This role is responsible for tracking and supporting multiple groups associated with the project, including the Project Steering Committee, the Executive Leadership Team, the Programming Group, and project-specific groups of Teaching Artists, Evaluators, and Consultants. Weekly schedule will be flexible, adjusting to the specific needs of and deliverables for each project phase.

Responsibilities:

Managing all administrative duties related to the **GIVE (Growing Inclusivity for Vibrant Engagement)** project, including,

- Acting as a liaison among all partner organization representatives
- Creating and maintaining a clear system for communication and document accessibility for the entire GIVE partner group
- Coordinating project schedules, logistics, and project meetings
- Setting clear project deadlines and managing the overall timeline based on grant requirements
- Taking and distributing meeting notes
- Maintaining data and evaluation tracking systems
- Assisting internal and external research partners with coordinating approvals and resources
- Communicating with teaching artists engaged in GIVE over the course of the project, including scheduling, confirmations, etc.
- Contributing to project design, including reviewing and editing content, assisting with project training, and maintaining organization of resources related to the project
- Ongoing learning and connection to the cultural disability/accessibility communities in New York and nationally
- Communicating with NYCDOE schools, teachers, principals, etc. as required
- Tracking project deliverables from partner group and external consultants
- Updating project stakeholder network and supporting efforts to increase awareness (ie. organizing and submitting conference proposals)
- Tracking overall GIVE program budget including processing invoices from partner organizations and updating project team, meet with finance 1-2 every six months to disburse partner allocations & reconcile NV budget



- Reporting statistics and grant-related information to Development Assisting with grant reports and providing updates to funders

General Requirements:

- Strong verbal and written communication skills
- Strong prioritization and organizational skills
- Ability to perform multiple tasks in a fast-paced environment
- Precise attention to detail
- Ability to follow through on projects

Qualifications:

- Currently pursuing a college degree or college graduate preferred; or sufficient Project Management experience a Plus!
- Prior experience working with both NYC Public schools and cultural institutions
- Personal and/or Professional experience with disability community
- General accessibility knowledge, including knowledge of digital accessibility (website and document accessibility)
- Strong computer skills (Google Suite and Microsoft Office, etc.)
- Research and program evaluation experience desirable
- Teaching and/or Workshop Facilitation experience preferred but not required

The ideal candidate will demonstrate strong organizational, communication, problem-solving skills and the ability to thrive in a creative and fast-paced environment dedicated to the arts.

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New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

For immediate consideration, please email your cover letter and resume to education.hr@new42.org.