

# assemble

a community space for arts + technology

## **Monthly Programs Coordinator and Teacher**

FLSA Status: **Exempt**

Job Status: **Full Time**

Salary Range : \$33,280 - \$35,000

**To Apply:** Interested applicants should submit a resume, 3 references including your most recent supervisor, copies of all required clearances, and a letter of interest to [jobs@assemblepgh.org](mailto:jobs@assemblepgh.org) by 11:59 pm, EST July 24, 2020. No phone calls, please. Please send questions to [nina@assemblepgh.org](mailto:nina@assemblepgh.org).

### **Monthly Programs Coordinator and Teacher Job Responsibilities:**

The Monthly Programs Coordinator is responsible for planning, coordinating, and executing Assemble's programs such as Unblurred, Youth Maker Nights, Learning Parties, and 21+ Nights. This job does require regular Friday availability. Each Friday of the month houses a specific monthly event. The Unblurred Gallery Program is one of Assemble's longest-standing programs, providing a touchpoint with over 200 people a month. Our Youth Maker Night serves as a time for middle school youth to make and create alongside guest experts. Learning Parties are monthly events for the whole family to engage in with an array of guest experts from organizations and companies. 21+ Nights are another way for Assemble to engage adults through making and exploration. Though typically in-person, these programs have the opportunity to be explored as virtual events going forward. The Monthly Programs Coordinator is the lead liaison with guest experts for their programs. This role is a community builder as well as a connector to many communities such as artists, technologists, makers, corporations, organizations, academic departments, and hobbyists. This person will also work with fellow Assemble teachers to integrate guests into other programs. They are responsible for the logistics, creative theming aspects of, and overall success of our monthly programs. In addition to monthly programs coordination, this person will teach four days a week throughout the school year and teach summer programs as needed.

Assemble Teachers are responsible for planning and delivering STEAM-based programs. They actively engage to build a culture of making and inquiry. They work with and report back to the Platform Program Manager (PPM) on Assemble's current in house program offerings and our Off-Site Programs Manager (OSPM) for any contracted programs. Teaching assignments include in house and off-site programs as well as outreach opportunities. All staff are expected to help expand the organization's capacity to fulfill its mission and vision. They also are expected to work collaboratively with all staff as needed.

### **Reporting Structure:**

The Monthly Programs Coordinator and Teacher report to and are evaluated by the Platform Program Manager (PPM). They also report to the Off-Site Programs Managers (OSPM) for off-site program specific assignments.

**Defined terms:**

**Unblurred Gallery Program** - First Friday of the month 4-hour opening that coincides with the Unblurred Art Crawl on the Penn Ave Arts District which also includes hands-on components. Other workshops related to the presenting artists are part of this program.

**Youth Maker Night:** - 2-hour program on the second Friday of the month. Based on the HOMAGO Model, connects youth ages 10-14 with local guest makers, artists, and technologists through hands-on workshops.

**Learning Party** - 2-hour program on the third Friday of the month. One of Assemble's long-standing programs, this all-ages-family-focused program showcases hands-on activities by local guest makers, artists, and technologists, academic departments, hobbyists, organizations, and companies based-on a monthly STEAM theme.

**21+ Night**- 3-hour program on the fourth Friday of the month for adults to connect in a social space and create with a local maker or artist through hands-on workshops.

**Job Duties and Expectations:**

- **50% - Coordinate Monthly Programs**
  - Curates, coordinates, and attends all monthly programs with the following time approximations:
    - 20% – Coordinate Unblurred Gallery Program
    - 10% – Coordinate Assemble Youth Maker Nights
    - 10% – Coordinate Assemble Learning Parties
    - 10% – Coordinate Assemble 21+ Nights
    - Coordination could be both in person or virtual depending on social distancing and CDC precautions
  - Research, curate, and source guest experts for Monthly Programs
    - Coordinates all open calls and networks with potential presenting artists for Unblurred Gallery Shows
    - Serves as a liaison and main contact for presenting artists and experts, building connections as to bring them for future programs
    - Maintain and update guest expert list for future opportunities and programs
  - Responsible for Monthly Programs administration and logistics
    - Manage Guest Expert honoraria, Artists Contracts, Fees, and art sales
    - Communicates all artists and experts' space and material needs and events with Assemble Studio Coordinator
    - Coordinates all volunteers and interns for the First Friday Unblurred Opening Event and other Monthly Programs
    - Collects and maintains all attendance data for the Monthly Programs.
    - Maintains professional and welcoming interaction with makers, students, on-site contacts, parents, and other points of contact necessary to conduct program
    - Collaborates with the Marketing and Development Manager (MDM) to secure food and beverage donations for events
    - Works with Executive Director on special gallery-based projects and funding streams for monthly programs
  - Responsible for collecting marketing related items for Monthly Programs
    - Coordinate all media from presenting artists and experts including a blurb, bio, images as well as installation plans and workshop flyers

- Work with Marketing and Development Manager to develop marketing materials such as but not limited to flyers, social content, digital content for event advertising
    - Assists in ticket sales and outreach
  - Research, curates, and coordinates STEAM themes: create themes and blurbs
    - Serve as onsite lead for all assigned events. Create schedule for assigned events including installation and load out schedule for gallery and events, support staff/volunteer schedules and responsibilities
  - Meets and collaborates with the teaching team, clearly communicating any needs and issues at hand to PPM
- **50% - Teaching**
  - Facilitates the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities, and lesson plans during regularly-scheduled program workshops, summer camps, and virtual programs.
  - Writes and/or adapts workshop curriculum using existing best practices in STEAM and Maker education
  - Attend and participate in teaching team meetings and ensures ongoing collaboration with the teaching team, clearly communicating any needs and issues at hand with PPM or OSPM
  - Coordinates with the PPM and Studio Coordinator regarding the use of available materials at Assemble and submit material requests in advance of specified program workshops or camps
  - Fills out and submits weekly workshop debrief form with the teaching team to reflect on and improve program
  - Collects and distributes any necessary permission forms and contact information required for program participants and immediately informs the PPM of any changes
  - Records and reports student attendance
  - Ensures that all evaluation forms are administered to individual students at each workshop or camp, including photo documentation and other qualitative data
  - Attends all mandatory trainings, professional development (PD) sessions, and all-teacher meetings
  - Maintains a clean environment and performs any necessary setup and cleanup related to the program
  - Coordinate Guest Maker-led workshops for programs and field trip opportunities
  - Manages classroom behavior while promoting a positive and welcoming learning environment
  - Remains aware of program timeline and adheres to the established timeline
  - Maintains professional interaction with co-workers, makers, students, on-site contacts, parents, and other points of contact necessary to conduct program
  - Adapts to unplanned events or unexpected changes quickly and professionally
  - Carry out other duties as needed in order to sustain programs and assist co-workers

**Job Qualifications:**

- Strong desire and ability to learn and share knowledge is required
- Able to build relationships and connections with diverse makers, artists, and technologists across Pittsburgh
- Great Customer Service skills and initiative in building relationships
- Ability to talk with anyone who walks through the door and be welcoming

- Must have weekend and Friday evening availability
- Must have a valid driver's license, State ID, or Passport
- Have a car and be willing to drive teaching team members is preferred but not required
- Must have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate
- Bachelor's degree preferred and or equivalent work experience in an out of school or educational setting
- Strong collaboration skills and must be reliable
- Competent with Email, Google Drive, and Google Documents
- Excellent and effective written, verbal, and nonverbal communication skills.
- Lesson plan and curriculum writing experience preferred
- Attentive to detail as to uphold the quality and goals set for Assemble's programs
- Ability to communicate with a range of people from children, teens, parents, peer Assemble Teachers, Assemble managers, and other provider liaisons
- Effective mediation skills and ability to work through conflict
- Commitment to anti-oppression work
- Background and comfort working with youth of diverse identities and experiences
- Experience with STEAM or Maker Education education preferred, both low and high-tech
- Attentive to culturally relevant pedagogy and restorative justice methods
- Must be able to adapt to flexible work hours and environment with evolving program priorities
- Working knowledge and interest in youth-oriented computer programming language (e.g. scratch, Minecraft, etc.), robotics, VR, AR, AI, microcontrollers (Makey Makey), rapid prototype methods like the laser cutter and 3d printers, in a learning environment is preferred

Assemble, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated.