



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

305 Harrison Street, Seattle WA 98109 • 206.233.3959 • www.teentix.org

## **INTERIM PROGRAM MANAGER**

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**Direct Supervisor:** Teen Programs Director and TeenTix Executive Director

**Direct Reports:** Newsroom Program Coordinator, TAP Program Coordinator

**Department:** Programming

**Position Status:**

- March-June 2023 | Part time, non-exempt, 20 hours/week
  - Compensation: \$25/hour, \$50/month transportation stipend.
  - Hybrid: This position will require in-person hours to prepare for and host teen meetings, with work from home options for administrative tasks. Some evenings and weekends per needs of programming schedule. Majority of work during business hours 10am - 6pm M-F, with at least one regular in-office day a week. TeenTix HQ is located on Seattle Center Campus in the Armory building, 305 Harrison St, Seattle WA 98109.
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### **OVERVIEW OF POSITION:**

We are looking for a talented, passionate, thoughtful, and detail-oriented individual to join Team TeenTix as our Interim Teen Program Manager. As our TeenTix Program Director goes on parental leave this spring, this position will drive the implementation and facilitation of our youth development programs from March-June 2023.

We are seeking someone who is passionate about engaging directly with teens, actively supporting their learning and skill building while also giving them space to challenge and explore new ideas. The Interim Program Manager will collaborate with all members of our staff, including our Executive Director, Deputy Director, Communications and Development staff, and Programs Coordinator interns.

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### **OUR COMMITMENT TO ANTI-RACISM:**

All TeenTix staff, interns, board, and teens, work towards furthering TeenTix's racial equity goals. TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art.

We have a multi-layered, hierarchical approach in addressing our equity work:

1. First, we use a racial lens because we know that the construct of race intersects with all aspects of inequity.
2. Second, we prioritize youth voice, need, and choice. By breaking down the hierarchical and exclusionary paradigm of high and low art, we offer teens an opportunity to explore wherever their interest takes them.
3. Third, it is our job to increase the visibility of art that is representative of different communities. In our marketing, programming, and community engagement efforts, we encourage young people to explore art that addresses diverse world perspectives. We believe experiencing different views creates opportunities for teens to become engaged citizens with the capacity to create an equitable community.

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## **ESSENTIAL RESPONSIBILITIES:**

Primary focus on the implementation and administration of the New Guard Teen Arts Leadership Society (50% of your time), the TeenTix Newsroom (25% of your time), and the TeenTix Arts Podcast (10% of your time), General Teen and Program Support (15%).

- Executes New Guard program activities, curricula, and admin
- Supports Program Coordinators in program execution via mentorship and administrative tasks
- Acts as the main point of contact for teens, parent/guardians, program collaborations, Media Partners, Teaching Artists, and school contacts.
- Acts as liaison between teen program messaging and TeenTix staff for all external program marketing efforts
- Leads all program-related events with support of all TeenTix staff

### **THE NEW GUARD - Teen Arts Leadership Society - 50% of your time**

**Program Description:** *The New Guard: Teen Arts Leadership Society trains teens to become the next generation of arts leaders. New Guardians connect with fellow teen arts-goers to explore the arts and culture in our community and learn from the people who make it happen. New Guardians support TeenTix Arts Partners by attending events and offering feedback on their experience, developing their teen-centric programming and communication, and discussing arts equity and social justice.*

#### **Core Responsibilities**

*The New Guard in-person meeting responsibilities are the 1st Wednesday of each month from 4:30 - 5:30pm, the 2nd Wednesdays of each month from 4:30 - 7:00pm, and the 3rd Saturday of each month for an Arts Outing (times and locations vary).*

- Leads program execution and implements curricula, including arts outings, regular meetings, and communication to teens and adults, stipend tracking and disbursement.
- Responsible for web updates & messaging to TeenTix Staff & our marketing department.
- Post and promote New Guard applications for the 23/24 school year, and support the NGLB to schedule and host interviews for applicants.

### **TEENTIX NEWSROOM - 25% of your time**

**Program Description:** *The TeenTix Newsroom is a group of teen writers from across the region who review events at TeenTix Arts Partners and publish their reviews on our blog. The Newsroom is led by a Teen Editorial Staff of 6 teens, who curate and edit all Newsroom reviews.*

#### **Core Responsibilities**

- Supports the Newsroom Program Coordinator with program execution and implementation of curricula.
- Post and promote Teen Editorial Staff applications for the 23/24 school year, and schedule and host interviews for applicants.
- Post and promote TeenTix Newsroom Writer applications for the 23/24 school year.
- Acts as the TeenTix liaison and primary editor of articles published with our Media Partners, including Encore Media, The Ticket, and the Seattle Times - on average publishing 2 articles/month.

### **TEENTIX ARTS PODCAST (TAP) - 10% of your time**

**Program Description:** *The TeenTix Arts Podcast (TAP) is a group of teens who produce a podcast focused on arts and culture. TAP teens will choose the content, set up the interviews, and write the script for a total of nine episodes in the 2022-23 TAP season. The program works in partnership with Ground Zero Radio to edit and produce each episode. The 2022-23 TAP season will focus on the music industry highlighting youth perspectives on a variety of topics.*

#### **Core Responsibilities**

- Supports the TAP Program Coordinator with program execution and implementation of curricula.
- Responsible for web updates & messaging to TeenTix Staff & our marketing department about TAP.
- Post and promote TeenTix Arts Podcast applications for the 23/24 school year.

### **GENERAL TEEN AND PROGRAM SUPPORT -15% of your time**

#### **Core Responsibilities**

- Act as lead TeenTix staff in collaboration with The Colorization Collective to promote [M-TAC](#) applications for summer of 2023.
- Leads execution of TeenTix Graduation celebration in June
- Communicates with program teens about youth opportunities as they arise
- Supports TeenTix In-School Residencies by acting as the liaison for school contacts and Teaching Artists

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### **WHAT WE ARE LOOKING FOR:**

#### Required:

- Experience with teaching or running teen or youth programs.
- Excellent written and oral communication skills, and an ability to communicate and collaborate effectively with a diverse range of people, from fellow staff, to donors, to TeenTix Partners, to parents/guardians, to teens.
- Ability to work evenings and weekends as appropriate per program meetings & events.
- Strong organization skills; ability to set good priorities and manage your own to-do list effectively; ability to balance enthusiasm with patience required to do things well with limited resources.
- Attention to detail, taking pride in developing strong systems and structures.
- Enthusiastic commitment to the mission of ensuring equitable access to the arts for all young people, but especially for teens who have traditionally been excluded from arts participation, including teens of color, low-income teens, teens whose first language is not English, and teens with unstable housing.
- Affinity for teen culture and belief in the goodness of teenagers and willingness to always provide mentorship for the teens around you.

#### Desired:

- Affinity for and knowledge of the local arts & youth community.
- Entrepreneurial spirit, flexibility, and a desire to join a small, growing organization and pitch in where needed to move the mission forward (within the parameters of your

schedule). This could mean showing up to staff an outreach table, proof-reading a colleague's writing, or washing dishes.

- Editing or journalism experience
- Familiarity with website and print content creation and publication
- Familiarity with social media platforms - Facebook, Instagram, YouTube, TikTok, etc.

**WHAT YOU WILL GET:**

Part time, 20 hr/week position with a flexible, family-friendly schedule, \$25/hour.

- 20 hours/week, part-time, hourly, non-exempt
- \$50 transportation stipend each month
- Part-Time Employees receive prorated benefits in accordance with the hours regularly worked by the employee:

Type of Leave	TeenTix Offers	This Position Will Receive
Holidays	14 Paid Holidays	3 paid hours/holiday
Vacation	12 Days Paid Vacation	1.85 hours accrued per pay period during first year of employment
Paid Time Off (PTO)	PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time	36 hours PTO accrued per year

**TO APPLY:**

Young people, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply. TeenTix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. The work is challenging, fun, inspiring, sometimes frustrating, and frequently extremely rewarding. Your time will be respected and you will not be asked to treat yourself as an unlimited resource.

Email your resume and a cover letter to [mariko@teentix.org](mailto:mariko@teentix.org). Cover letters may be in written or video format.

Interviews will be held on a rolling basis beginning January 23, 2022 via Zoom. We hope to fill the position no later than February 2023.