TEEN PROGRAM COORDINATOR

Direct Supervisor: Teen Programs Director
Department: Programs
Regularly Collaborates with: Digital Marketing Coordinators

Position Status:
- Part time - hourly, 15 hours/week, $18/hour. This apprenticeship will last 6 months, January 2022 - June 2023, with the possibility of extension.
- Majority of work will be during weekday business hours 10am - 6pm M-F, as well as some evening and weekend commitments including all TAP program dates, see the [22/23 TAP program calendar here](#) (Sunday recording dates not required).
- In-office work at least one day a week, Tues-Thurs in conjunction with the Teen Programs Director, with Mon & Fri work-from-home. TeenTix HQ is located on Seattle Center Campus in the Armory building, 305 Harrison St, Seattle WA 98109.
- A computer and reliable internet access are needed for this position. TeenTix can provide this technology for you if necessary.

OVERVIEW OF POSITION
Are you a young person interested in a career in building and implementing programming at a youth/arts nonprofit? Do you love working with teens? Do you have a passion for creating media and engaging critically with music? This role is a great fit for someone of post-high school age looking for a launchpad into a career as a youth worker or teaching artist. **THIS MIGHT BE FOR YOU!**

TeenTix is looking for an individual early in their exploration of youth program work to join us for a 6-month apprenticeship. This Programs Coordinator will be involved in all aspects of the [TeenTix Arts Podcast](#) (TAP) including leading regular meetings with the TAP teens, mentoring developing podcasters/media producers, and program admin.

As an apprentice position, this role includes multiple professional development opportunities throughout the 6-month contract. This role will learn best practices in youth program development, and receive one-on-one mentorship to help build their professional network, develop their resume, and search for future job opportunities.

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. Read more on the TeenTix website.

**ESSENTIAL RESPONSIBILITIES:**
Primary focus on the implementation and administration of the TeenTix Arts Podcast program (details about the TAP program below).

**Program Implementation:**
- Leads TAP program execution and curriculum implementation during all program meetings, virtual and in-person, working with teens to decide podcast themes and content, setting up interviews, writing scripts, and making editing decisions
- Acts as the primary TAP staff contact, managing administrative duties, and ensuring all teens have appropriate program information and supplies
- Works with teens to drive any program-specific project, group work, or activities between regularly scheduled meetings
- Publishes podcasts on TeenTix media platforms inclusive of communications for promotion to TeenTix staff
- Maintains regular stipend tracking and disbursement for the TAP teens
- Supports the Teen Programs Director in gathering program participant information through a variety of surveys and discussions with teens
- Acts as the liaison between TAP and our program collaborators at Ground Zero Radio and other Partners
- Collaborate with the leads of our other teen programs and events, including but not limited to the list of other TeenTix programs and events listed below

**Professional Development:**
- Program Development - attend and participate in key team meetings and activities when available with TeenTix Directors and other staff, such as annual planning and program strategy
- Learn best practices in youth program development
- Attend public activities and events on behalf of TeenTix to share about our programs, network with other youth program leaders
- Receive one-on-one mentorship to help build your professional network, develop resume, and search for future job opportunities

**ABOUT THE TEENTIX ARTS PODCAST**
The TeenTix Arts Podcast (TAP) is a group of teens who produce a podcast focused on arts and culture. The TAP program operates in line with the school-year schedule and runs continuously from October-June. 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. TAP meetings are held at the Vera Project at the Seattle Center.
**TEEN PROGRAM & EVENT COLLABORATION**
As a Program Coordinator, you will collaborate with the leads of our other teen programs and events, including but not limited to the following:

**TEENTIX NEWSROOM:** 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.

**THE NEW GUARD:** 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.

**MENTORSHIP FOR TEEN ARTISTS OF COLOR (M-TAC):** Co-produced by The Colorization Collective, M-TAC allows teen artists of color to hone their artwork under the guidance of professional mentors of color and enables teens to better their craft, build connections in the arts community, and present their art.

**ANNUAL TEEN EVENTS:**
- **Resume Writing Workshop (March)** - A short workshop where teens learn tips and tricks on resume writing and interviewing
- **Teen Graduation (June)** - Part art showcase and part graduation celebration, this event honors the teens graduating from our programs each year.

**QUALIFICATIONS**
Your previous experience should include:
- Experience working directly with youth, ideally teens aged 13-19.
- Experience with effective communication and collaboration with a diverse range of people including staff and teens

You should flourish in a human-paced work environment:
- Stellar written and oral communication skills
- Ability to collaborate or work autonomously
- High level of detail and personal organization
- Entrepreneurial spirit, willingness to support and participate where needed
- Ability to juggle multiple projects and timelines at once

Your values should encompass:
- An enthusiastic commitment to equitable access to art for all young people but especially for teens who have been excluded from arts participation, including
teens of color, LGBTQIA, low-income, English as a second language, and with unstable housing

- A love of critically discussing & engaging with art amongst individuals of all ages
- A love of learning, and a desire to gain new information and skills
- A strong passion for social justice and arts access

Bonus points for:
- A personal involvement in the arts as an art-maker or art-buff
- A passion, interest, or past experience in media creation, particularly podcast production.

THE TEENTIX CULTURE
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. TeenTix regularly works horizontally and prioritizes collaboration and all staff having input in decision making, which helps everybody stay accountable to one another. All of our staff engages in a regular arts practice, and is supportive of creating an environment that allows for a personal relationship with art and community. The work is challenging, fun, inspiring, sometimes frustrating, most frequently extremely rewarding, and is possible with an artist-or-family-friendly schedule. As the central office of a community-wide effort to engage young people with the arts, TeenTix enjoys amazing access to a wide variety of arts organizations and colleagues.

WHAT YOU WILL GET
Part time, 15 hours/week position. This apprenticeship will last 6 months, January 2023 - June 2023.

Skills learned:
- Program management and event planning skills
- Opportunity to mentor, direct, and provide guidance to developing teen leaders
- Customer service skills
- Interpersonal skills - collaboration within a team and across departments
- Awareness and practice of key office management roles within a non-profit organization

Part-Time Employees receive prorated benefits in accordance with the hours regularly worked:

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<thead>
<tr>
<th>Type of Leave</th>
<th>TeenTix Offers</th>
<th>This Position Will Receive</th>
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<tbody>
<tr>
<td>Holidays</td>
<td>14 Paid Holidays</td>
<td>3 paid hours/holiday</td>
</tr>
<tr>
<td>Vacation</td>
<td>12 Days Paid Vacation</td>
<td>1.38 hours accrued per pay period</td>
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<tr>
<td>Paid Time Off (PTO)</td>
<td>PTO used for non-vacation or holiday time including bereavement leave, care-taker</td>
<td>1.38 hours accrued per pay period</td>
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needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time

TO APPLY
Email your resume and a cover letter to mariko@teentix.org, speaking about your interest in working with teens and your thoughts about how artists, art, and arts journalism/media can make a difference in our community. Cover letters may be in written or video format.

Interviews will be held on a rolling basis beginning December 19, 2022 via Zoom. We hope to fill the position no later than January 2023.

TeenTix is an equal opportunity employer. We are an anti-racist organization that actively works to identify, name, and correct institutionalized racism within our own organization, and to dismantle systems of oppression that have traditionally kept people of color out of leadership positions. Young people and people of color are strongly encouraged to apply.