



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

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

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## **TEEN PROGRAMS SPECIALIST**

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**Direct Supervisor:** Teen Programs Director

**Direct Reports:** n/a

**Department:** Programming

**Position Status:**

- Part time, “non-exempt” hourly - 20 hours/week, \$21/hour, \$50/month transportation stipend
  - This position will require in-person hours to prepare for and host teen meetings, but can also support work-from-home for program administrative work. Some evenings and weekends per needs of programming schedule.
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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 Teen Programs Specialist. This position will drive the implementation and facilitation of our youth development programs, focusing primarily on The New Guard Teen Arts Leadership Society, the Teen Arts Podcast (TAP), and Mentorship for Teen Artists of Color (M-TAC), under the direction and guidance of the Teen Programs Director.

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 Teen Programs Specialist will collaborate with all members of our staff, primarily our Teen Programs Director, Executive Director, and Programs Coordinator intern.

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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 Teen Arts Podcast (10% of your time), Mentorship for Teen Artists of Color (15% of your time), and New Guard Teen Arts Leadership Society (75% of your time).

- Provide in-person and virtual teen mentorship at meetings for programs listed below, in addition to driving any project, group work, events, or activities between regularly scheduled meetings.
- Building and mentoring administrative skill sets with developing teen leaders, while also ensuring all teens, adult guests, and staff have appropriate program information as-needed.
- Support the Teen Programs Director in gathering program participant information through a variety of surveys and discussions with youth participants.
- Supports TeenTix program marketing and outreach efforts with the Teen Programs Director and Marketing & Fundraising Specialist by working table at opportunity fairs, developing print content for specific programs or events, and/or participating in virtual communications as per program needs.
- Support the development of program curricula and annual planning along with the Teen Programs Director and Executive Director.

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

#### ***Program Description***

*The TeenTix Arts Podcast is a monthly program produced in partnership with Ground Zero Radio at the Vera Project. Each month teens from across TeenTix programs curate and share their arts recommendations.*

#### ***Core Responsibilities***

*TAP virtual meeting responsibilities are once a month on Thursday evenings from 5-7 pm. TAP in-person meeting responsibilities are one Saturday per quarter from 12-1pm at the Vera Project.*

- *Coordinating teens from the New Guard, Newsroom, and Teen Editorial Staff to produce TAP each month*
- *Facilitating monthly pre-production meetings on zoom with participating teens to write the script and curate featured events*
- *Acting as the main point of contact between Ground Zero and TeenTix*
- *Responsible for web updates & messaging to TeenTix Staff & our marketing department about TAP*

### **MENTORSHIP FOR TEEN ARTISTS OF COLOR (M-TAC) - 15% of your time**

#### ***Program Description***

*TeenTix produces M-TAC in partnership with The Colorization Collective (a teen-run organization that promotes diversity in the arts). 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.*



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### **Core Responsibilities**

- *Acting as the liaison between The Colorization Collective and the TeenTix New Guard to support admin of M-TAC*
- *Acting as the main point of contact at TeenTix for M-TAC teaching artists*
- *Responsible for web updates & messaging to TeenTix Staff & our marketing department about the M-TAC program*
- *EVENT SPECIFIC: Lead staff member for the Teen Arts & Opportunities Fair (June), a collaboration between the New Guard and M-TAC teens. Part art showcase and part job/internship/teen program opportunities, this fair is the capstone event for the New Guard each year.*

### **THE NEW GUARD - Teen Arts Leadership Society - 75% of your time**

#### **Program Description**

*The New Guard (NG) is a group of teen leaders who are interested in deepening their engagement with the arts community. They help drive TeenTix's engagement with teen arts audiences, the development of TeenTix programs, and act as advocates for TeenTix within their networks - furthering our reach. Participation in NG includes all types of arts leadership skill-building, such as fundraising, planning and executing teen-centric art events, supporting TeenTix Arts Partners in developing their teen-centric programming and communication, discussing arts equity and social justice, and building a community of arts-stoked teens through regular group arts outings. The New Guard (NG) is led by the New Guard Leadership Board (NGLB), teens who have served for at least one year on the New Guard, with mentorship from TeenTix's Teen Program Specialist, Teen Programs Director, and Executive Director.*

#### **Core Responsibilities**

*The New Guard in-person meeting responsibilities are the 1st Wednesday of each month from 4:30 - 5:30pm, and the 2nd and 4th Wednesdays of each month from 4:30 - 7:00pm. The 21/22 New Guard will explore virtual and hybrid meeting options, as applicable. In-person meetings are typically held at TeenTix HQ in the Seattle Center Armory.*

- *Leading program execution and implementation of curricula.*
- *Acting as lead TeenTix staff, primary New Guard contact, managing all administrative duties of the program.*
- *Mentorship and oversight of the New Guard Leadership Board, the teen leadership group of The New Guard. Supporting the NGLB in attendance tracking, program paperwork, teen stipends, adult communication (with TeenTix Partners, parents, and TeenTix staff).*
- *Responsible for web updates & messaging to TeenTix Staff & our marketing department.*
- *EVENT SPECIFIC: Lead staff member for the Teen Arts & Opportunities Fair (June), a collaboration between the New Guard and M-TAC teens. Part art showcase and part job/internship/teen program opportunities, this fair is the capstone event for the New Guard each year.*



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**Example Annual Programming Calendar for New Guard, M-TAC, and TAP meetings & events:**

<b><u>WINTER</u></b>	<b><u>JAN</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>FEB</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>MAR</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> </ul>
<b><u>SPRING</u></b>	<b><u>APR</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>MAY</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>JUN</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard</li> <li>• TAP</li> <li>• EVENT - Teen Arts &amp; Opportunity Fair</li> <li>• EVENT - All Programs - Teen Graduation</li> </ul>
<b><u>SUMMER</u></b>	<b><u>JUL</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> </ul>	<b><u>AUG</u></b> <ul style="list-style-type: none"> <li>• M-TAC</li> <li>• New Guard Retreat</li> </ul>	<b><u>SEP</u></b> <ul style="list-style-type: none"> <li>• New Guard</li> <li>• TAP</li> </ul>
<b><u>FALL</u></b>	<b><u>OCT</u></b> <ul style="list-style-type: none"> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>NOV</u></b> <ul style="list-style-type: none"> <li>• New Guard</li> <li>• TAP</li> </ul>	<b><u>DEC</u></b> <ul style="list-style-type: none"> <li>• New Guard</li> <li>• TAP</li> </ul>

**WHAT WE ARE LOOKING FOR:**

Required:

- Experience with running teen/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.
- Familiarity with social media platforms - Facebook, Instagram, YouTube, TikTok, etc.
- Familiarity with website and print content creation and publication
- 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.



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- 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.

**WHAT YOU WILL GET:**

Part time, 20 hr/week position with a flexible, family-friendly schedule, \$21/hour.

- 20 hours/week, part-time, hourly, non-exempt
- \$50 parking or public transit reimbursement each month
- Part-Time Employees receive pro-rated benefits in accordance with the hours regularly worked by the employee:

Type of Leave	TeenTix Offers	This Position Will Receive
Holidays	14 Paid Holidays	4 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	60 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.

Please send a resumé and cover letter to [mariko@teentix.org](mailto:mariko@teentix.org)

We will begin reviewing applications on December 1, 2021. We will continue to review applications on a rolling basis after that date. Zoom interviews will be conducted on an ongoing basis with TeenTix’s Teen Programs Director, Executive Director, and teens.

We hope to fill this position by January 2022.