



EMPOWERING TEEN ARTS AUDIENCES SINCE 2004

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

PROGRAM SPECIALIST

Direct Supervisor: Teen Programs Director

Primary Collaborators: The Program Specialist works on the Programs Team, a group of 2, who execute all teen program activities, communications, and engagement strategies. We prioritize the education and mentorship of young people in the arts and regularly work with developing arts leaders from ages 15 to 26.

- Teen Programs Director (32 hr/wk) - *strategy, leadership, and execution*
- Program Specialist* (20 hr/wk) - *on-site program execution*

Department: Programs

Required availability to be on-site Tuesday - Thursday 4-8pm.

OVERVIEW OF POSITION:

We are looking for a talented, passionate, thoughtful, and innovative individual to join our Programs Team as our Program Specialist!

We are looking for a hands-on, detail-oriented individual to execute our teen programs; [The New Guard: Teen Arts Leadership Society](#), [TeenTix Newsroom](#) (inclusive of teen writers and the Teen Editorial Staff), [TeenTix Arts Podcast](#), and [Mentorship for Teen Artists of Color](#) (full program calendars and meeting schedules available on each program page). This position supports the curriculum development, program growth strategies, and all program events throughout the year.

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 explore new ideas. The Program Specialist will collaborate with all members of our staff, primarily our Teen Programs Director. This position is a great opportunity for someone who is looking for a meaningful way to combine their passions for Journalism, Youth Leadership, Arts Media, and/or Teen Mentorship with continuing work in the education and administrative sectors.

THE TEENTIX CULTURE

TeenTix is an organization that is committed to helping our employees achieve career goals and maintain a good quality of life. Your time will be respected and you will not be asked to treat yourself as an unlimited resource. TeenTix regularly works horizontally and prioritizes collaboration. All staff have input in decision making, which helps everybody stay accountable to one another. Staff engage in regular arts practices and are supportive of an environment that allows for a personal relationship with art and community.

We recognize that a key method to shifting constructs of white supremacy and inequities built into traditional nonprofit structures and practices is to follow community-centric principles, such as centering race (and at TeenTix youth), supporting our nonprofit partners, valuing transparency - especially with young people, and working together as a staff to approach all challenges and opportunities as they arise. The TeenTix Team is made up of individuals who are

willing to support these efforts, help drive change, challenge practices, and ensure youth are at the center of TeenTix.

OUR COMMITMENT TO ANTI-RACISM

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. Please read more about how we approach addressing our equity work [on our website](#).

ESSENTIAL RESPONSIBILITIES

The Program Specialist is the backbone of our Youth Development Programs and will lead the execution of our summer and school-year round youth programs. They will support teen growth in skill-building and leadership, and continued outreach and engagement with youth in our community.

Program Execution - 60% | This role is the on-site primary staff person for all teen programs and events. They are responsible for the execution of program curricula and wellbeing of teens.

- Main point of contact for all teens, parents/guardians.
- Provides in-person and virtual teen mentorship at meetings for all programs. Builds and facilitates meeting agendas.
- Drives any teen project, group work, events, or activities between regular scheduled program meetings.
- Responsible for meeting room/space set-up and break-down, including the preparation of any and all materials needed.
- Main point of contact for all adult guests, experts, and teaching artists.
- 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.

Program Administration - 25 % | Supports the Teen Programs Director to execute the following:

- Driving the admin of our youth development programs by regularly communicating with teens about their program tasks, expectations, and roles through weekly program email memos.
- Works directly with our Communications Team to ensure TeenTix programs and teens are being represented, highlighted, and promoted.
- Tracks attendance and teen participation, works with our Operations Team to ensure teen payments are accurate and reflective of the amount earned.
- Works with the Teen Programs Director on annual program applications including creation, promotion and distribution, and admittance.
- Issues surveys to participants to track program data.

Programs Outreach & Professional Growth - 15% | Supports the execution of an overall outreach, and cultivation, and stewardship calendar, aligned with program execution.

- **ACTIVITIES:** Supports the Programs Team, specifically the Teen Programs Director in the execution of all aspects of teen events such as the Teen Awards, Teen Graduation, and other activities as they arise. Expected to be on-site for event prep and day-of activities.

- **CURRICULUM:** Supports the Teen Programs Director in revising annual curriculum and incorporating teen feedback into program design
 - **STRATEGY:** Joins the Leadership Team for annual planning to provide insight and new program suggestions based on teen feedback
 - **PROFESSIONAL DEVELOPMENT:** Pursues individual professional development opportunities aligned with goals for program and personal growth. This position receives a budget of \$200 professional development funds annually.
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QUALIFICATIONS

Your previous experience should include:

- Experience in youth education and running teen/youth programs (study in youth or arts non-profit development a bonus)
- Extra bonus for previous programs experience including curriculum development and partnership building
- Managing relationships with colleagues, staff, teens, and supporters
- Experience with effective communication and collaboration with a diverse range of people including staff, board, supporters, 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
- Ability to get along with young people in an office-environment, including support and mentorship of those in our programs and on our team
- Entrepreneurial spirit, willingness to support and participate where needed

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, ESL, and with unstable housing
- A love of discussing and 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

We give you bonus points for:

- A personal involvement in the arts as an art-maker, journalism, or art-buff
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WHAT YOU WILL GET

This role will need to commit to a standard schedule during the school year (September-June) to host regularly scheduled program meetings and develop a sense of reliability and accountability with the Programs Team and teen participants. School break and summer schedules are open to more flexibility.

Required availability during the school year:

	Location	Hours
MONDAY	Flexible location	Flexible between 10-6 PM
TUESDAY	TeenTix HQ	2-8 PM
WEDNESDAY	TeenTix HQ	4-8 PM
THURSDAY	TeenTix HQ	4-8 PM
FRIDAY	Flexible location	Flexible between 10-6 PM
SATURDAY/SUNDAY	In-Person	As-needed per program events

The final schedule will be determined by the employee and their direct supervisor.

This is a part time, hourly, 20 hour/week position with a flexible, artist/freelancer/family friendly schedule, \$24.00/hour, or \$24,960 annual compensation. Additionally, professional development opportunities will be supported by TeenTix per your areas of interest such as secondary education, conferences, public speaking, and training.

- 20 hours/week, part-time, hourly (\$24.00, non-exempt)
- \$50 transportation monthly stipend
- Occasional event tickets/access to [TeenTix Partner Organizations](#)
- \$200 professional development annual stipend

Employees receive benefits in accordance with the hours regularly worked:

Type of Leave	TeenTix Offers	Employees working 20 hours/week are eligible for/accrue:
Holidays	14 Paid Holidays	3 paid hours/holiday
Vacation	12 Days Paid Vacation	1.38 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

People of all ages, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply.

Please send a resumé and cover letter to jobs@teentix.org. Cover letter may be in the form of a written or video submission.

We will begin reviewing applications on June 3, 2024. We will continue to review applications on a rolling basis after that date. Zoom or in-person interviews will be conducted on an ongoing basis. Applicants who are invited to continue will be asked to submit two work samples relevant to this position (please only provide existing samples of work you have been involved in, such as a lesson plan, curricula, or a youth meeting agenda), and at further interviews will be joined by staff, teens, and board.

We hope to fill this position no later than July 15, 2024.