



JOB DESCRIPTION: TEMPORARY PART-TIME SU-CASA PROGRAM COORDINATOR

BRONX COUNCIL ON THE ARTS

Founded by visionary community leaders in 1962, the Bronx Council on the Arts (BCA) is a pioneer in advancing cultural equity in The Bronx. From our early beginnings as a presenter of affordable arts programming in select Bronx neighborhoods, we have grown into a cultural hub that serves the entire creative ecosystem of the borough. Our programs serve artists, the public, and the field at large by building connections, providing resources, and advocating for equitable practices. Then as now, we focus on supporting the work of underrepresented groups – especially artists of color, women, and members of the LGBTQ+ community. Through this lens we offer affordable programs for seniors and youth, and provide direct services to over 1,000 artists and 250 community-based arts groups each year.

SU-CASA

Implemented annually, SU-CASA is a community arts engagement program that seeks to connect artists with seniors in senior centers throughout New York City to positively impact the well-being of older adults through arts-based activities. The program places teaching artists and organizations in residence at senior centers across the five boroughs and provides selected artists with a stipend in exchange for the creation and delivery of arts programming for seniors. SU-CASA is a collaboration among the New York City Council, the Department of Cultural Affairs (DCLA), the Department for the Aging (DFTA) and the City's five local arts councils. In the Bronx, BCA administers the implementation of individual artist residencies in senior centers throughout the borough.

THE POSITION

Reporting to the Deputy Director of Grants and Programs, the Temporary Part-Time SU-CASA Program Coordinator (Coordinator) will be responsible for coordinating and implementing BCA's SU-CASA program. The Coordinator will be tasked with outreach to and maintaining contact with designated senior centers and selected teaching artists for the program, conducting senior center site visits, monitoring and reporting on progress of the residencies, and various administrative duties to ensure the successful implementation of the program. To be successful in this role, the Coordinator will need to be highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who has experience with coordinating programs and who is looking to expand their career experience by joining a small, dynamic, and growing arts organization.

Responsibilities:

- Initial contact and outreach to senior centers
- Collecting senior center information and capacity via distributing questionnaires
- Follow up with senior centers as needed
- Review teaching artist applications and senior center responses
- Assist with teaching artist/senior center match process
- Conducting senior center site visits to ensure launch of programs and monitor ongoing activities
- Track start, end and culminating events for each residency
- Maintain calendar of SU-CASA classes and activities
- Maintain communication with teaching artists and senior centers to obtain administrative documents for payments
- Keep BCA program staff up to date on program progress via weekly reports.
- Other related duties as assigned

Position Requirement and Skills:

- Excellent communication skills. Strong verbal and writing skills in English. Knowledge of Spanish preferred.
- Travel around the borough to visit senior centers and event locations.
- Strong organizational skills.
- Ability to work with a variety of people from diverse backgrounds.
- Competency in MS Suite.
- Detail oriented. Self-sufficient, proactive, and reliable.
- Comfort in a fast-paced, growing organization.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.
- Be available and willing to work evening and weekends, when required.

Educational Requirements

- Bachelor's degree desired.

Compensation is \$20 hour at 20 hours per week; December 1, 2022 - June 30, 2023

Please email your resume and a cover letter describing your interest in this position to

bronxarts@bronxarts.org, with subject line **"Temporary Part-Time SU-CASA Program Coordinator."**

No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Closing Date: Position is contingent upon funding and open until filled.