



Independent Contractor - Art Program Manager

The Redwood City Parks and Arts Foundation is seeking an art program manager to lead a new art program for at-risk youth in San Mateo County that combines juvenile diversion efforts with art in the public realm. This program will offer 4 or more sessions of a 20-30 hour art workshop spread throughout the Fall and Spring 2019/2020 academic calendar to serve approximately 75 youth. The lesson plan anticipates students working in small groups under the tutelage of a trained teaching artist to lead students to design and contribute to a work of public art. The workshop objectives include: expose youth to the creative process to foster self expression and strengthen self-esteem; to enhance the suite of rehabilitative options for youth in the City of Redwood City's Police Department Juvenile Diversion Program (JDP) and other like agencies; to pilot a program for potential expansion throughout San Mateo County; and to cultivate positive ties between at-risk youth, members of law enforcement, and the community where they live.

Responsibilities and Duties

- Plan, develop, coordinate and exercise oversight of the implementation of a new pilot art program for at-risk youth.
- Manage and work with teaching artists to tailor an existing curriculum to needs of community partners
- Cultivate strong and effective working relationships with our community support partners: College of San Mateo Project Change for teacher training; City of Redwood City's Police Activities League (PAL) and San Mateo County Sheriff's Activities League (SAL) for outreach to 75 student-participants; Redwood City Parks, Recreation, and Community Services Department (PRCS), for their knowledge of public art processes and material needs.
- Work with our community partners PAL and SAL to support and amplify their outreach to at-risk youth.

- Create program documentation and marketing materials for the program.
- Understand, interpret, apply, and explain City of Redwood City's public art policies and practices.
- Respond to the needs of students with disabilities to provide students with special needs the same quality experience as every other participant.
- Prepare and coordinate review of project budgets and track project expenditures.
- Communicate with teaching artists and partners to understand the specific needs of all participants and devise adjustments as necessary, or provide direct in-class support.
- Evaluate the success of the program and monitor progress towards program goals.
- Communicate effectively, orally and in writing.
- Meet multiple deadlines and be highly detail oriented.
- Be flexible in a rapidly changing environment and work cooperatively in a team environment.

Contract Term/Salary

The contract term is August 2019 through June 2020. The salary within the contract is \$12,000 to \$15,000.

Qualifications

Education: BA or BFA in Art, Arts Administration, Art History, Child Development, or a related field. An advanced degree such as M.A., M. Arch or M.F.A. is preferred.

Experience: Two years of experience in public art program management/coordination. Professional level knowledge of contemporary art theory and history, artistic media, and arts program administration. Experience in building successful partnerships between arts, community and governmental organizations to implement innovative public art and related projects. Experience in training artists and working with children ages 12-18.

Education/Experience Equivalency: Combinations of appropriate education and training will be evaluated on an individual basis for comparability.

Certification/License: Driver's License or equivalent mobility.

Our Foundation

The Redwood City Parks and Arts Foundation was established in 2012. We are a 501(c)3 public charity. We work in cooperation with the City of Redwood City's Department of Parks, Recreation, and Community Services. Our mission is to advocate, advance, and develop support

for parks, recreational programming, community services, cultural activities, and the arts in Redwood City and surrounding unincorporated areas. We aim to raise community awareness and support for parks, recreation, and the arts; leverage and expand available financial resources to enhance and increase parks, recreation, and the arts; focus on priority projects and high-impact programs that meet community needs; partner and collaborate with other organizations to access unique resources to provide more programs for our community. We fundraise for Redwood City's Music on the Square concerts, Magical Bridge Playground, and other local programs/organizations whose mission aligns with ours. We host community events: Chalk Full of Fun on the Square, Family Campout, Open Paint/CATA, and Picnic en Blanc. We serve as the fiscal sponsor for a variety of local projects. Additionally, we organize community volunteers for many of Redwood City's festivals and events.

Questions

Have you performed project management for a public art project from start to finish?

Please describe a situation where you facilitated a partnership that involved bringing together entities or individuals towards the implementation of a project.

Have you worked with youth? Please explain when, where, how, and the demographics of the youth you have worked with.

Interested Candidates

Please submit your resume and responses to the questions below to info@rwcpaf.org by Tuesday, July 23, 2019. We will contact all qualified candidates with next steps and tentatively schedule interviews on Monday, July 29, and Tuesday, July 30, 2019.

The chosen Candidate must:

Consent to and pass a DOJ Livescan background check;

Maintain liability insurance at specified level of coverage for term of contract and list Redwood City Parks and Art Foundation as additional insured;

Complete a W-9 and be provided a 1099 for tax year 2019 and 2020; and

Participate in CSM Teacher Training to work with this population (at risk) youth.