



THE CENTER FOR URBAN PEDAGOGY
232 THIRD STREET#D201
BROOKLYN, NY 11215
(718) 596-7721
welcometoCUP.org

CUP is hiring!

The Center for Urban Pedagogy (CUP) is a nonprofit organization that uses the power of design and art to increase meaningful civic engagement. CUP collaborates with designers, educators, advocates, students, and communities to make educational tools that demystify complex policy and planning issues. We believe that increasing understanding of how these systems work is the first step to better, more equitable, and more diverse community participation.

For more information, visit CUP at <http://welcometoCUP.org>

CUP is seeking a Youth Education Program Director

CUP is seeking a full-time Program Director to manage our Youth Education programs. CUP's Youth Education programs are collaborations of CUP staff, teaching artists, and New York City public high school students. These programs give young people the tools to investigate their communities, and use art and design to create visually-based educational tools based on their research. The Program Director will oversee our Urban Investigations and City Studies programs, as well as our professional development programs for educators, and development of curricula. The Program Director will report to CUP's Executive Director.

The ideal candidate would be someone with experience managing youth education programs, particularly for high school students; experience managing creative projects; a desire to work in a collaborative setting with a broad range of partners; experience with some form of visual or applied arts; a deep interest in the city and how it works; and a commitment to social justice.

The Program Director's responsibilities include:

- Managing current roster of Youth Education programs, and identifying opportunities for expanding programs and increasing impact
- Guiding teaching artists' curriculum development
- Shaping projects, identifying project topics, and conducting research for youth education projects on NYC policy and planning issues
- Hiring and training teaching artists
- Maintaining and developing partner relationships with schools, and other educational and funding partners
- Providing art direction and content direction for final products; overseeing printing and production of final products
- Planning and managing public events for Youth Education projects
- Conducting professional development trainings for educators
- Developing curricula to share CUP's methodologies and projects
- Working with Executive Director to identify strategic goals for Youth Education programming, and implementing those strategies to increase program impact

- Overseeing evaluation of individual projects and programs as a whole; continuing to develop CUP's evaluation capacity
- Managing other CUP staff, including Youth Education Program Assistant
- Working with other staff to provide general organizational support as needed, including fundraising, communications, events, outreach, and other tasks

We are seeking a candidate with seven to ten years of professional experience in youth-related work, preferably with high school students.

The candidate must have:

- A bachelor's degree in a relevant field
- A background in education and curriculum development
- Experience working directly with high school students
- Experience in some aspect of design or visual culture
- Experience with project-based learning
- Familiarity with 21st century skills and methods to develop them
- Demonstrated ability to collaborate with a range of partners, including youth, school administrators, teaching artists, and other educators
- Proficiency in Microsoft Office and Adobe Creative Suite

The ideal candidate would also possess excellent writing, communication, and people skills; experience managing others; creative problem-solving skills; experience managing budgets; and experience with program evaluation. Experience with a range of art production techniques, including video editing is a plus.

Please email application materials, as described below, to apply@welcometoCUP.org by 10 AM on Monday, November 17th. Salary commensurate with experience. Full health benefits are provided, as are paid personal days, and optional employee-paid dental insurance is available at a low cost.

If you are interested in the position, please send the following materials in a single PDF document (max 3 MB):

- Resume, with salary history
- Cover letter demonstrating your interest in the position, your relevant experience, your interest in working with young people, and your interest or experience in design or some other aspect of visual culture
- A short (up to 3 pages) curriculum sample
- Names and contact information for 3 professional references

Please note that we will NOT review applications that do not provide all requested materials (including salary history).

No phone calls or walk-ins, please. Only candidates able to work full-time should apply; no student applications, please.

CUP is an equal opportunity employer and strongly encourages people of color, LGBTQ candidates, and disabled candidates to apply.