

Position Description

Position Title: Youth Arts Program Manager
FLSA Status: Exempt; Full-time
Location: Lili'uonamoku
Reports to: VP, Chief Program Officer

Position Summary

The Youth Arts Program Manager oversees LT's arts program initiatives and directs creative youth development activities, including exploratory arts programs, artist residencies, summer arts programs, special arts projects, and related public arts programs and publications. As a senior program member, the Program Manager champions creativity and the arts as a youth development pathway by leading programs that enthuse and engage kamali'i, families, and the community. The three main areas of focus are: 1) articulating and positioning the unique role of LT in supporting creative arts pathways for Native Hawaiian youth; 2) designing, planning, and directing LT arts programs; 3) overseeing the institutional infrastructure for the arts, which includes informing the development of creative spaces for youth and family programming. Working with LT leadership, the program committee, national advisors, and key external partners, the Program Manager is responsible for advancing creative youth development programs to foster creativity, self-efficacy, positive self-image, and self-expression of LT kamali'i through the arts.

Position Responsibilities

- Provides creative leadership and ongoing strategic direction for fostering creativity and arts programming at LT.
- Oversees all activities and tasks related to creative youth program development, including, but not limited to, program planning, development, implementation, analysis, and budgeting; and the training, evaluation, and supervision of program staff, teachers, and volunteers.
- Articulates and represents LT's history, philosophy and strategy in the arts, internally and externally, through meetings, conferences, publications, and special projects and programs.
- Works with internal program leadership and direct service staff to ensure arts strategy alignment with program priorities and strategic outcomes.
- Works to integrate arts strategies into broader program work of LT youth development programs and casework.
- Advises and supports partnership development with presenting and teaching artists and arts organizations.
- Builds relationships in the local, national and international arts leadership community, by sitting on boards, advisory councils, and developing collaborative projects, in conjunction with other key staff.
- Works with communications and marketing staff to integrate LT's arts identity within broader LT communication and messaging.
- Helps shape the internal infrastructures required to support arts programs across the agency such as convening the quarterly arts hub meeting, identifying professional development opportunities, and providing advice and curatorial expertise to program and project leaders in collaboration with outside artists and arts organizations.
- Hires, trains, supervises, and evaluates temporary contract staff, and trains/supervises volunteers; manages the planning, delivery, and evaluation of arts programming in collaboration with outside and partners;

- Prepares a variety of documents and reports (e.g. attendance, budget, daily activity, daily program content, etc.) for the purpose of providing written support and/or conveying information.
- Performs other duties as assigned.

EDUCATION

- Bachelor's Degree in Education, Arts Administration, or a related creative arts field.
- MA/MFA, Arts Management or an equivalent combination of education and work experience preferred, with a minimum of five years experience in arts education, art productions, or arts administration.

REQUIRED COMPETENCIES

Job Specific Competencies

- **Strategic Thinking:** Possesses advanced knowledge and experience in organizational strategic planning, implementation and evaluation.
- **Leadership:** Demonstrates advanced knowledge, understanding of leadership and management principles and practices.
- **Mission Focus:** Possesses advanced knowledge and understanding of the challenges and opportunities relating to the mission of the organization.
- **Technical Skill:** Knowledge of arts mediums and disciplines; arts education training methods and design; planning and organizing instructional programs.
- **Communication:** Communicates clearly complex issues, both verbally and in writing. Is an effective public speaker. Works well and communicates effectively and professionally with aloha, among all levels of the organization and the public.
- **Ethical Practice:** Models the highest level of ethics, integrity, LT values and social responsibility.
- **Relationship Management:** Demonstrated experience working with staff at all levels in a highly complex, collaborative, environment; commitment and ability to promote and sustain positive workplace values and relationships
- **Interpersonal Skills:** Ability to work well under-pressure, remain calm and controlled when faced with difficult situations. Strives for immediate address.

Mental and Physical Demands: While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds.

Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.

Organizational Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.

- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.