



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.

CUP is committed to fostering greater equity in the work we produce, the way we produce it, and the way we function as an organization. We seek to be an organization where people from different racial, ethnic, gender, and socioeconomic backgrounds can thrive together, and where our practices create opportunities, not barriers, to achieving greater social justice.

To that end, we provide free health insurance benefits, professional development opportunities for all staff members, and a reasonable work schedule that allows our staff to have a healthy life both inside and outside of work. We are also committed to working together as a staff to better understand issues of race, equity, and justice and to continue to further our own education on how we engage with and address those issues as individuals and as an organization.

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

## CUP is seeking a Youth Education Program Manager

CUP is seeking a full-time Program Manager to contribute to 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 educational tools based on their research. The Program Manager will work closely with CUP's other Youth Education staff on all aspects of Youth Education programming, including our Urban Investigations and City Studies programs, professional development programs for educators, and development of curricula. The Program Manager will report to CUP's Executive Director.

The ideal candidate would be someone with classroom experience working with high school-aged students, as well as experience developing and managing youth education programs; 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 Manager's responsibilities include:

- Managing current roster of Youth Education programs, and identifying opportunities for expanding programs and increasing impact
- Hiring teaching artists, training them in CUP's methodologies, guiding curriculum development, and classroom observation
- Shaping projects, identifying project topics, and conducting research for Youth Education projects on local policy and planning issues
- 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
- Coordinating Youth Education events, including student field trips, project launch events, and professional development trainings
- Overseeing evaluation of individual projects and programs as a whole; continuing to develop CUP's evaluation capacity
- Working with Executive Director and other staff to identify strategic goals for Youth Education programming, and implementing those strategies to increase program impact
- Managing other CUP staff and volunteers
- 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 3 to 5 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
- A background in a visual or applied arts field
- Experience with project-based learning
- Familiarity with 21st century skills and methods to develop them
- Demonstrated ability to collaborate with a range of partners
- 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 developing and managing project 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](mailto:apply@welcometoCUP.org) by 10 AM on Monday, December 5th. Full health benefits are provided, as are paid personal days. 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
- 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 max.) writing sample
- Names and contact information for 3 professional references
- A short (up to 3 pages max.) curriculum sample
- *A portfolio sample (up to 5 images max.) of what you consider to be your strongest visual work*

Please note that we will NOT review applications that do not provide all requested materials, in the format outline above.

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, women, LGBTQ, and disabled candidates to apply.*