

## **Artward Bound ~ Fall 2014 to Summer 2015**

### **Job Opening: Artward Bound Program Assistant**

***AmeriCorps MACC VISTA for Artward Bound***

***and Boston Public Schools Visual and Performing Arts Department***

*Contracted: September 2014 – August 2015*

#### **OVERVIEW:**

Artward Bound is a four-year college access program in the visual arts, designed for underserved, potential first generation students who live and go to school in Boston. Artward Bound helps prepare 9<sup>th</sup> - 12<sup>th</sup> grade students interested in the visual arts with the artistic and academic skills needed for admission to and success at an art/design college or other post-secondary institution. Student enrolling in the program are expected to participate from their freshman through their senior years in high school. Artward Bound presently has two cohorts: An older cohort of students currently in 10<sup>th</sup> and 11<sup>th</sup> grades and a younger cohort currently in 9<sup>th</sup> grade.

Artward Bound students participate in an after school program in fall and spring, and an intensive six-week summer session that combines art and academic components. In fall and spring, the after school program is project-oriented, exploring different art and design media, and designed to integrate academic skills in to the activities.

Now in its third year, Artward Bound will have its first students graduate in Spring 2015. Artward Bound has been successful in delivering strong arts curriculum, but is still building systems and services related to academic support and standards for middle/high school students appropriate to the program.

#### **POSITION DESCRIPTION:**

The Program Assistant will be responsible for working with program staff to strengthen the administrative infrastructure of Artward Bound with a focus on building systems and connections dealing with the students' schools and academic support. The focus on the position will be reviewing and improving data collection, assessment and reporting information, and researching and facilitating expansion of academic support systems.

This includes working with the Director to build connections between Artward Bound students and their schools, such as building protocols for information sharing between schools and Artward Bound, discussions with guidance counselors, building awareness of student Artward Bound work at their home institution, and ensuring academic support consistent with each student's academic expectations and needs. At Artward Bound, this can, through the connection with the schools, include assisting with building individualized lesson and tutoring plans, and building tutoring options and support for tutors and mentors. The Program Assistant may help in scheduling mentors and individual activities, and building systems and ensuring logistical support for day-to-day activities. If appropriate, depending on the successful candidate's skills, the Program Assistant may tutor individual Artward Bound students.

Additionally, the Program Assistant will work on maintaining and improving program information, such as attendance and trends, and will work with student mentors on building training operations and resources. The Program Assistant will also support the Director in recruiting the next cohort of Artward Bound students, to begin in Summer 2015.

The Program Assistant will primarily work in the Artward Bound offices, housed in Professional and Continuing Education at MassArt, but will also spend time working with BPS and visiting schools and in the Artward Bound classroom.

**RESPONSIBILITIES:**

- Maintain and improve ongoing data systems
  - Attendance (for Artward Bound and Arts Expansion requirements)
  - Assessment information
  - Individualized goals and work-plans
- Work with the Artward Bound Director to build school connections
  - Information sharing protocols
  - Development of individualized work plans
  - Recruiting for next cohort of Artward Bound students
- Participate in appropriate development activities in support of the program and program goals
  - Cultural competencies (MassArt Center for Art and Community Partnerships)
  - Appropriate BPS activities and trainings to build understanding of points of connection between organizations
- Research and recommend expanded support structures and potential partnerships for efficiencies
  - Tutoring options
  - Test training options (PSAT, SAT, ACT)

**TERM/SCHEDULE:**

Contracted, 52 weeks, September 2014 – August 2015  
Mondays – Fridays, 9:30am - 6:30pm; 37.5 hours per week  
Compensation: \$1,200./month  
Contract Total: \$14,400.

**QUALIFICATIONS:**

Strong candidates will have:

- Bachelor's degree, preferably in education or the arts
- Demonstrated interest or experience with visual arts
- Excellent writing and communication skills; ability to interact professionally with different communities and organizations
- Experience working with diverse youth in community and/or museum, arts program settings or equivalency demonstrating interest and comfort working with diverse youth
- Attention to detail and knowledge of administrative office systems

Please submit cover letter, professional résumé; a teaching portfolio or work samples are welcome. Provide names and contact information for three references. Please submit applications to:

Elisabeth A. Dorsey, Director of Artward Bound, Professional and Continuing Education,  
Massachusetts College of Art and Design, 621 Huntington Avenue, Boston, MA 02115,  
edorsey@massart.edu, 617-879-7124.