



Young Chicago Authors Programming Associate Job Description 2021-2022

About the Organization

Through creative writing, Young Chicago Authors helps young people from all backgrounds to understand the importance of their own stories and those of others so that they can pursue the path they choose and work to make their communities more just and equitable. YCA does this through various arts education programs in and out of schools, introducing thousands of young people across Chicago to diverse creative voices and encouraging them to develop their authentic narratives.

For nearly three decades, Young Chicago Authors has seen the transformation that occurs when a young person realizes the power in their voice. Shaping their experiences into an artistic medium helps young people see themselves more fully. A deepened commitment to safe spaces ensures our young people have a community to share their narratives with others and conceptualize their ability to make positive change around them. To this end YCA seeks to have its participants accomplish the following:

- Artistic Learning and expression
- Social and emotional learning
- Academic success and foundational skills

Organizational Values:

Empathy, Innovation, Self-Awareness, Judgement + Teamwork are five of our Core Values that we lead with at YCA. We show these by:

- Belief + Respect in the power of youth voice
- A strong desire to inspire, empower and encourage young people in their artistic development
- Have a clear understanding of the Accountable Space Policies used at YCA, which includes: Respect for diversity + acknowledgement of racism, sexism, transphobia, homophobia, fatphobia, ableism, and ageism are prevalent in society and therefore we work to ensure that our spaces are most accountable to everyone's needs.
- Awareness of the intersectionalities prevalent in the communities that we serve

Department Mission:

Our programs are only successful if we have the power to bring young people together from diverse backgrounds and different parts of the city. The programming department's mission at Young Chicago Authors is based on the wholehearted belief that each person has a unique voice, unique talents, an authentic story and individualized creative means of expressing themselves. We focus on the holistic approach to art that emphasizes voices that are traditionally silenced. We honor all forms of creative expression and seek to find ways to encourage our participants to be their full authentic selves through their art. We pride ourselves on seeking to provide safe + accountable spaces during our programming; therefore, we start each program by ensuring that everyone understands what we collectively mean by "accountable space agreements". Our goal is to provide virtual and in-person platforms where our participants can share their art while building community with one another. Lastly, we try our best to help dismantle rape culture + systemic racism by honoring BIPOC artists + youth.

Position Overall:

This is an opportunity for experienced Independent artists to act as an instructor and a valuable resource by planning, curating, coordinating, and facilitating virtual and/or in-person creative workshops for public program participants in your area(s) of professional expertise. This is a part-time position with benefits. Program Associates will have access to YCA spaces and technical equipment during their program. YCA is a drop-in space that doesn't require pre-registration to participate in programs. All program materials and artistic sources must be in alignment with the Accountable Space Creed. The Programming Associate will have opportunities for professional development and advancement. This position reports to the Director of Programming.

Key Responsibilities:

1. Develop curriculum, activities and hands-on learning experiences for program participants based on the length of your program.
2. Create a schedule for your workshops based on an annual programming schedule alongside other Program Coordinators and the Director of Programming.
3. Ensure that your programming is inclusive and intentionally applicable to the demographics we serve.
4. Be intentional about utilizing artistic resources that represent the demographics of the participants that we serve.
5. Plan workshops and activities that every person can access without needing special equipment to ensure that there are no barriers for participants to overcome.

6. Create opportunities for the participants to provide feedback on their experience while in the programming + take their ideas into consideration.
7. Encourage participants to generate a *draft* of a project during the program so that they can walk away with another addition to their artistic portfolios.
8. Provide opportunities for the participants to build community and network with one another at their comfort level.
9. Incorporate opportunities for participants to receive professional feedback from you.
10. Recruit participants for your program via your networks and platforms as well as YCA's platforms.
11. Have engaging, honest and intentional curriculum and activities

Qualifications:

- A clear understanding of how to navigate the professional environment as a public-facing artist and representative of YCA
- A professional artist who seeks to partner with young people to develop their art + is able to scaffold workshops so that everyone can participate
- Strong organizational skills and the ability to be flexible when necessary
- Project Management experience and/or experience curating programs
- Create a scaffolded artistic curriculum over the course of your workshops
- Educator experience is a plus
- A inclusive vision for your programming where each participant can have a entry point both virtually and in-person
- Recruiting experience, networking and/or marketing experience

Benefits:

Young Chicago Authors offers a competitive salary and benefits package including:

- \$25K 12-month salary part time position that is up for renewal on August 31st of each year
- Blue Cross Blue Shield medical, dental and vision insurance
- Occasional weekends and evenings will be required

Targeted start date: September 7, 2021

TO APPLY, SEND A COVER LETTER AND RESUME TO:

employment@youngchicagoauthors.org with "Program Coordinator" as the subject line of your email

Equal Employment Opportunity (EEO) Statement

YCA is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities and veterans are encouraged to apply.

