



Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population where we support youth and adult learners in an equity-focused learning environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare our learners for living healthy, creative, inspired, and productive lives in our community. BCAT is a results-driven organization focused on ensuring that high school students graduate from high school and adult students in the workforce programs secure careers with family sustaining wages.

We are currently seeking a dynamic, collaborative, innovative full-time Youth Arts Program Director to administer and direct BCAT's afterschool arts/technology integration program that engages Buffalo public and charter high school students. The program is open to all youth tuition-free, and welcomes a diverse group of approximately 50 youth daily to our Center. The successful candidate must have demonstrated leadership skills and experience supervising a diverse workforce in a dynamic programmatic setting. The Youth Arts Program operates during the academic school year and during an 8 week summer session. Core hours for the position are 10:30am-6:30pm. The successful candidate may be asked to work flexible hours outside of the core times.

Essential duties:

- Plan, promote and direct all day-to-day Youth Arts program operations
- Direct and oversee program scheduling and implementation, youth recruitment, curriculum development, and community outreach
- Recruit and develop youth program staff, teaching artists, volunteers, and interns
- Structure and facilitate communication between Youth Arts and other programmatic and operational areas internal to BCAT
- Establish and nurture effective and productive relationships with youth, parents, other community organizations, and the public
- Supervise and evaluate Youth Arts program staff (3 full-time and 5 part-time employees)
- Collect, analyze and report on essential data to program outcomes, including program enrollment, attendance, and youth feedback on effectiveness
- Work with the CEO and Development Director to secure funding for sustainability of the Youth Arts Program
- Prepare documentation and reports for the Board of Directors as required
- Ensure the CEO has a working knowledge of, and sign-off on the programmatic and operational activities within the youth program; is kept informed on a timely basis of any changes or challenges related to the youth arts program; and is an integral part of key decisions

Shared Values and Expectations:

- Serve as an ambassador of BCAT, demonstrating our mission and values in a positive and professional manner and acting as a role model for our high school youth
- Demonstrate a passion for serving underserved communities

- Show a strong commitment to building a community and culture whose values are to “respect, listen, embrace, shape learn, influence.”
- Demonstrate professionalism, shared responsibility, and accountability at all times
- Communicate effectively, analyze, and solve problems, and think strategically
- Respond to students, family members and colleagues in a timely and appropriate manner
- Maintain a high standard of ethics, integrity, and confidentiality

Minimum Qualifications:

- Bachelor’s in a related discipline required (education, school administration, educational psychology, etc.); Master’s preferred
- Three to five years’ experience in a leadership position with direct supervision
- Strong commitment to STEAM education and to educational programming for high school students
- Experience in organizational development, project management, strategic planning and quality assurance practices
- Experience developing and implementing curriculum and programs (e.g., arts and technology education for high school students) in a hands-on workshop setting
- Adept at Microsoft office and data management (Salesforce a plus)

Additional Information:

- Must be willing and able to travel if required (minimum amount of time)
- Ability to work flexible hours is required (occasional evening and weekend hours)
- Experience in grant writing and fundraising a plus

To apply: <https://jobs.ourcareerpages.com/jobapplication/589575?appsource=BCAT>

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.