



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Arts Education Coordinator and Venue Manager
Location: BMHC Lab 1309 Louis Nine Blvd, Bronx
Reports to: Artistic Director, Bronx Music Heritage Center

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

About the BMHC: Founded by WHEDco, the Bronx Music Heritage Center (BMHC) is committed to preserving and promoting Bronx music, cultivating Bronx artists, spurring neighborhood revival, and providing free cultural programs for the community. The BMHC celebrates the rich history and creative spirit that defines Bronx music, from jazz, salsa, R&B and hip hop to new sounds coming to life across the borough.

Position Summary: Under the supervision of the BMHC’s Artistic Director, the Arts Education Coordinator and Venue Manager will oversee and coordinate BMHC arts and music classes and other programming, as well as help with outreach and managing the BMHC venue. Additionally, the Coordinator will eventually focus on catalyzing the connection between WHEDco’s arts work at the BMHC and WHEDco’s Early Childhood, Youth and Family programs

Primary Responsibilities:

- **Oversee and coordinate music and dance classes at the BMHC.** The Coordinator will facilitate scheduling music and dance classes and registration, assist with retaining teaching artists creating lesson plans as needed, help assess the effectiveness of courses and ensure they align with community needs, and coordinate payment to teaching artists.
- **Provide educational activities that support creativity, socialization, achievement, and connection to local culture history and opportunity.** The Coordinator will work with the Artistic Director to develop and carry out a curriculum and program to present the musical and cultural history of the neighborhood to school groups visiting the BMHC.

- **Assist in managing BMHC venue and community outreach.** The Coordinator will be present in the BMHC venue during most programming, including during classes, exhibits, performances, community rentals and gallery hours. During this time, the Coordinator will assist in making sure programming and events run smoothly and will engage with the community and artists to promote WHEDco and the BMHC. The Coordinator will also drive and participate in additional outreach in the neighborhood to promote programming as well as to ensure programming supports community interests.
- **Enhance cross-sector arts presence in WHEDco's direct service programs.** The Coordinator will strengthen ongoing efforts to more deeply integrate arts education in WHEDco's Education & Youth programs, Early Childhood programming (Home-based Childcare Training, Early Learn and Head Start), including strategic planning, curriculum development, training and sourcing equipment and supplies. Beginning in 2018, BMHC will go "On the Road" to build partnerships with local schools already in development (including P.S. 55 and Morris High School, located within one mile of the future BMHC site) and create easily transferrable programs to bring to schools across the borough, featuring music and other art forms from the Bronx in an interactive learning environment.

Qualifications:

- Bachelor's Degree in Arts, Education, or related field; Master's degree preferred;
- At least 3 years' experience in arts education, education administration or arts administration;
- In-depth knowledge of best practices in arts education;
- Some teaching experience required;
- Background in strategic planning and/or curriculum development;
- Excellent organizational skills;
- Excellent written and oral communication and presentation skills;
- Facility with Microsoft Office Suite and internet research;
- Ability to have a flexible schedule; weekend and evening work required;
- Familiarity with Bronx communities a plus;
- Bilingual English/Spanish is desirable.

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: BMHCrecruiting@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452
Attn: Artistic Director, Bronx Music Heritage Center

Application Deadline: Rolling, until filled.