



ANNOUNCEMENT: JOB OPENING

POSITION: **Program Director**
PROGRAM: *Re-Envisioning Our Lives through Literature*
JOB TYPE: Part-Time
LOCATION: Brooklyn, NY (In-Person)

OVERVIEW OF PROGRAM

The Center for Black Literature at Medgar Evers College, CUNY, seeks a part-time program director for its *Re-Envisioning Our Lives through Literature* (R.O.L.L.) program. The premise of R.O.L.L. is that literature should be integrated into the English Language Arts curriculum in creative ways that may include drama, poetry, the spoken word, and story. The emphasis of this program is to incorporate African diaspora literature into the high school classroom. Through reading, studying, and writing about this literature, high school students build their knowledge base about literature from another culture, expand their knowledge of diverse cultures, and improve their critical reading and writing skills.

ROLE OF PROGRAM DIRECTOR (PD)

The program director (PD) reports to the Center for Black Literature director of literary programs. The PD is responsible for the administrative management and operation of R.O.L.L. and has oversight for teaching artists, professional development, and program coordination. She/He is also a liaison between the principal and teachers of each target school and maintains communication between each group. The program director also provides direction and assistance to teaching artists around scheduling educational trips, resource and art materials, and guest artists. All teaching artists, classroom teachers, and the professional development coordinator report directly to the program director with any issues, concerns, or immediate needs. The program director is also responsible for the coordination of activities related to the closing program for each semester. Planning for the program will occur in the fall and implementation of the program will be in the spring. The Center for Black Literature will provide administrative support as needed.

RESPONSIBILITIES OF PROGRAM DIRECTOR

1. Overall planning and management of the program, including administrative items (i.e., program applications, evaluations, trip logistics, etc.).
2. Regular meetings with the director of literary programs.
3. Liaison with principals, teachers, and teaching artists to develop a program theme, curriculum outline, as well as lesson plans and teaching strategies.
4. Liaison with professional development coordinator – ensuring that teachers and teaching artists are on target with outline goals and/ or required items.
5. Coordination of meetings as required for involved staff (teachers, professional development coordinator, teaching artists, etc.).
6. Coordination of marketing and promotion of the program with the Center’s communications and marketing team members.
7. Coordination of culminating program.
8. Creation of R.O.L.L. Anthology with teaching artists and teachers.
9. Coordination of trips and guest artists in collaboration with teaching artists.
10. Coordination of evaluation activities for the program.

MINIMUM QUALIFICATIONS

1. Bachelor’s Degree
2. Minimum of two years of demonstrated administrative management of an arts or nonprofit-related program
3. Commitment to the mission of the Center and of Medgar Evers College, CUNY
4. Experience in working with teaching artists
5. Experience in working with Department of Education teachers and leadership personnel

APPLICATION PROCESS

Send a résumé and cover letter, via email, to:

Dr. Brenda M. Greene
Executive Director
Center for Black Literature
Medgar Evers College, CUNY
drgreene@centerforblacklitecture.org

Cover letters should include:

- The reason you want to direct this program.
- Background information about your role as an arts manager.
- Brief description of your experience with arts-related projects.
- The names, email addresses, and day phone numbers of two references who are familiar with your professional work.