



Program Assistant, School Engagement

Position Profile

Job Title:	Program Assistant – School Engagement	Position Type:	10 hours per week
Salary Range:	\$20 per hour	Classification:	Contract
Location:	Dayton, OH with some remote flexibility	Reports to:	Director, Secondary & Educator Programs
Preferred Start Date:	October 1, 2024, or before	Supervises:	None
Revised:	September 13, 2024, by RER		

About Muse Machine

Muse Machine is a nationally celebrated arts education organization serving more than 76,800 students and their teachers each year throughout central and southwestern Ohio and Kentucky since 1982. It's a place where imagination and inspiration meet teaching and learning. We envision schools transformed by the arts—every young person beginning a fulfilling lifelong journey as an arts maker, learner, audience, and patron—every teacher engaging deeply with outstanding artists, arts professionals, and artistic work—every family creating vivid memories of shared arts experiences. Because of the connections between Muse Machine schools and Dayton's rich artistic resources, we imagine a vibrant future for our arts organizations, artists, and community.

Muse Machine's programming centers around giving students the opportunity to experience performances both in- and out-of-school, engaging teachers in arts-integrated professional development, sparking the imagination of children in elementary residencies, and pairing talented and diverse students with accomplished theatre professionals to produce an annual musical and bi-annual summer concert.

About the Position

The school engagement program assistant advances the mission of Muse Machine through relevant arts programs for students and teachers in middle and high schools. The assistant is responsible for operational success, logistics and evaluation, and a high level of customer focus. The assistant works closely with the program director, executive director, scheduling coordinator, and other staff to ensure a strong collegial work environment and seamless delivery of the activities and services of the Secondary Schools Program activities and services.

The new assistant will:

- see the big picture of Muse Machine and understand how program details fit into Muse's overall concept.
- possess solid decision-making skills based on a mixture of analysis, wisdom, experience, and judgement.
- be highly detail oriented.
- demonstrate experience working with multiple partners to successfully deliver school-based programming.
- demonstrate experience working in sales or recruitment.
- enjoy developing relationships with teachers, students, and artists.
- be able to easily navigate multiple projects/programs, while maintaining accuracy and quality.
- be a data-driven, collaborative, motivating, methodical, and accountable team member.
- be a thoughtful and active listener.

Position Requirements

Education and Experience

- Bachelor's degree or comparable combination of education, training, and experience.
- Personal or professional experience in the arts and/or education.
- Experience in project management and/or marketing education programs.

Responsibilities

- Assist with secondary school program activities, including in-school performances, club advisor meetings, and advisor training and support.
- Recruit and retain schools throughout the year by maintaining a robust calendar of school visits and community engagements.
- Assess in-school performance program quality through regular visits to performances, communicating with teachers and artists, and collection of data from post-performance evaluations.
- Execute logistical needs for club advisor meetings: i.e., catering, room set-up, volunteers, equipment.
- Execute logistical needs for 1-2 student workshops/events per year, such as Muse Night Out.
- Monitor assigned program spending within budget constraints and maintain financial documentation as required by the program director.
- Other duties as assigned.

Competencies, Skills, and Abilities

- Ability to articulate and model Muse Machine's mission, vision, and values and a passion for arts education.
- Growth mindset – interested in learning new processes and improving their effectiveness.
- Organized, integrative thinker capable of understanding the bigger picture and fine details.
- Interpersonal skills and experience developing and maintaining school partnerships.
- Intercultural sensitivity and experience working with people of diverse backgrounds, experiences, and abilities.
- Ability to work independently and be self-directed while being highly collaborative.
- Excellent written and verbal communication and presentational skills.
- Ability to manage multiple projects, establish priorities and timelines, and meet deadlines.
- Ability to work efficiently in Microsoft Office Suite including Access.
- Maintain the accuracy, privacy, and confidentiality of client information in Microsoft Access database.
- Reliable transportation is required.

Application Process

To apply, please send a cover letter and resume to: careers@musemachine.com. Apply by September 27, for first consideration. Position open until filled. Candidates are urged to visit the Muse Machine website at www.musemachine.com

Muse Machine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.