



## POSITION OPENING:

### **ASSISTANT DIRECTOR, PROGRAM + CURRICULUM DEVELOPMENT**

#### **ABOUT COOL CULTURE**

Founded in 1999, Cool Culture is a New York City based nonprofit that seeks to amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond. The organization currently partners with 50,000 diverse families, more than 400 Early Childhood Centers and Department of Education schools, and 90 cultural institutions in New York City. Through this collaboration, Cool Culture promotes arts and culture as a means to build awareness and inclusion, strengthen family engagement and early childhood education, and activate leadership in our communities.

We are a small and resourceful team that wears multiple hats, understands the importance of being agile and nimble in achieving our mission, and seeks and appreciates clear direction while also being comfortable with ambiguity. The ideal candidate has a practice that is informed by a racial equity framework, and a deep understanding of equity and social justice that is actively integrated into their practice. We believe that our organizational culture must embody the change we want to see in the world. In line with this, they should enjoy working in an environment that privileges collaboration and interdependence over hierarchical structures and autonomy. They will also thrive in a small, fast-paced environment, and has an eye for identifying opportunities for innovation and improvement in our work. If this sounds like you, keep reading!

#### **ABOUT THE POSITION**

The **Assistant Director, Program + Curriculum Development** plays a central role in helping us to actualize our citywide and neighborhood initiatives. They bring a vibrant approach to teaching and learning with our partners that include over 450 early childcare centers and Title 1 schools, close to 100 cultural partners (museums, zoos, historical societies, gardens), artists, government officials, and university staff and students. The person in this position collaborates with the Director of Programs and the Director, CityWide Initiatives, while also working closely with our Research & Evaluation Consultant and the Communications and Development Teams. This way of working is part of Cool Culture's commitment to transdisciplinary teaching and learning and to our social justice values. The **Assistant Director, Program + Curriculum Development** is therefore additionally adept at working with diverse people in varied settings while centering those most affected by inequity.

#### **Specific responsibilities are:**

- Designing sustainable and replicable program models in collaboration with the Program Team that help amplify the voices and activism of families, build authentic relationships and strategic alliances, and strengthen communities;
- Writing curriculum in varied formats that incorporates salient content, art, storytelling, and other cultural forms;
- Integrating the goals and objectives, and accordingly evaluation, into the design and facilitation process;
- Helping improve the program and curriculum design and facilitation skills of the Program Team and

consultants; and

- ❑ Guiding the Communications and Development Team in describing, adapting and promoting programming and curriculum for their audiences.

**Necessary experience and skills include** at least 7 years experience effectively:

- Designing and facilitating social justice educational programming for young children, their adult caregivers and educators aligned to clear goals and objectives
- Developing curriculum from identifying content to creating facilitation guides focused on an analysis of structural racism and patriarchy, and on health and wellbeing through art and culture
- Building authentic relationships with varied stakeholders to identify, enact and achieve common goals
- Managing multiple projects
- Working collaboratively and is genuinely open to learning and feedback

**Other core attributes are:**

- A well-honed equity analysis that includes knowledge of their personal privileges and areas for growth
  - *Experience meeting the needs and preferences of people living with disabilities*
- A visionary thinker who is attentive to details
- Strong oral and written communication skills
  - *Proficiency/fluency in Spanish, Haitian Creole, Chinese, or ASL is a plus*
- A Bachelor's or Master's degree or equivalent experience
- Excellent knowledge of NYC's art and cultural landscape (trends, best practices, activism)
  - *Working knowledge of its political landscape (community councils, council members) is a plus*
  - *Firsthand experience as a cultural organizer, an artist or cultural worker is a plus.*
- Excellent command of Microsoft Office and Google Apps
  - *Familiarity with Salesforce, Canva, Adobe suite or other design software is a plus.*

This full time position is open until filled. Competitive salary commensurate with experience and excellent benefits package included. Currently remote due to COVID restrictions. Offices are at 80 Hanson Place, Suite 605, Brooklyn, NY 11217

Cool Culture has a mission-driven commitment to principles of equity and diversity, is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status. BIPOC folk, womxn, immigrants, LGBTQ+, and members of other historically marginalized groups are strongly encouraged to apply.

#### **DETAILS AT A GLANCE**

TIME COMMITMENT: Full Time Schedule

START DATE: October 31, 2022

APPLICATION DEADLINE: October 1, 2022

EDUCATION: 4-Year Degree Required

SALARY: USD \$70,000 - USD \$80,000 /year

#### **IF YOU'RE READY TO APPLY**

- ❑ Please email [hr@coolculture.org](mailto:hr@coolculture.org) with the subject line "Asst Director, Programs (Your Name)"
- ❑ Include as attachment(s), your resume and answers to the application questions below. Number your responses according to the question number and please limit your response to 200 words each.

1. Briefly tell us about an *equity-based program or curriculum* you designed and facilitated. What was your approach and some of your core practices, and why?
2. Tell us about how you work with others. What is your approach to collaboration, what do you find challenging, and how do you exchange feedback?
3. Why are you interested in working with an organization seeking to “amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond.”
4. In what ways have you been silent, complicit in or perpetuated racism/committed acts of harm against Black, Indigenous and POC students, families, colleagues, etc.? What is your practice for changing your actions or ways of thinking? Please offer specific examples.

Include contact information for 3 references, including at least one supervisee and one supervisor.