Job Summary
The Summer Arts & Learning Academy (SALA) office manager is an essential member of the SALA staff and is responsible for ensuring the smooth operation of all administrative aspects of the site. The office manager is often the first person that staff, parents, students, or visitors to the Academy will meet or see during the day, making a welcoming and friendly demeanor vital to the role. Their primary responsibility is to ensure that the site office is staffed at all times, site data is organized and entered into the appropriate databases, and site supplies are inventoried and accessible to teachers and teaching artists throughout the program. Prior to the beginning of the program, office managers will spend 25 hours making phone calls to SALA student families to accept and confirm students for the program.

About the Summer Arts & Learning Academy:
Baltimore City Schools’ Summer Arts & Learning Academy (SALA), operated by Young Audiences/Arts for Learning Maryland (YA), is an action-packed, full-day, five-week program that introduces students to a wide variety of art forms—from illustration and spoken word to percussion, drama, and dance—and gives students a chance to work alongside students from across the city and be taught by professional artists. Daily literacy and math classes are co-taught by a teacher and professional teaching artist allowing students to experience reading, writing, and math like never before...through the arts! Students have the opportunity to imagine, create, and express who they are through the arts and try on art forms they never imagined. Students travel to different arts destinations across the city, and their work will be celebrated through a student showcase on the final day of the program. YA will host eight Academy sites throughout the City, locations TBD. Each site will host 10-13 classrooms of 26 students each.

Mission and Core Values:
The mission of Young Audiences elementary grade Summer Arts & Learning Academy is to provide students with a once-in-a-lifetime opportunity to spend a summer learning from the best teachers and teaching artists our state has to offer. Through a dynamic, creative, and supportive environment, students will explore math and literacy in a unique arts-integrated environment that prevents the summer learning slide, allows them to develop socially and emotionally, expands their personal creative process, and introduces them to many different art forms taught by professional artists.

We...
- believe unwaveringly that ALL students can achieve high standards in and through the arts;
- provide opportunities for students to develop powerfully articulate voices through art forms and honor their creative processes along the way;
- create safe, brave learning environments for students to grow, make mistakes, and contribute to the community;
● collaborate and reflect by learning from and with each other at every step of the process, cultivating positive relationships between all ages;
● encourage the development of critical thinking, problem solving, inquiry, imagination, and creativity, and provide multiple ways for students to demonstrate knowledge and mastery;
● learn about, honor, and leverage the cultural knowledge, experiences, and frames of reference of our students and community to make learning more relevant and effective;
● ensure that our students are known, loved, supported, celebrated, and valued.

Requirements
● Strong customer service skills.
● Knowledge of school operating procedures, best practices, and norms.
● Experience with data entry
● Experience working with Salesforce or another CRM tool preferred
● Strong organizational skills maintaining both electronic and physical files for the site.
● Experience with phone banking
● Experience working in a public school preferred.

Dates and Times
To be selected for the program, Office Managers must be able to commit to all of the following dates/times:

● All SALA Office Managers will need to attend at least two professional development trainings. The dates and times for these events will be shared during the interview. Details about each training are below: All three sessions are required and paid.
  ○ Position Training
  ○ All Staff Cookout: This will take place on a weeknight evening.
● Pre-Program Phone Calls: Office Managers will spend 25 hours making confirmation phone calls home to parents of students enrolled in the program
● Training and Professional Development Week - Wed-Fri, June 24 OR 25 and Mon-Tues, June 29-30, 9:00 am – 4:30 pm. This is required and is paid.
● Academy Dates: For all 5-week sites, the program will begin on July 6th and end on August 7th. Program hours are 8:30 am (Breakfast) to 3:00 pm. Office Manager Time Commitment: 8:00 am-4:00 pm. Note: one Academy location will run an additional week and end on August 14th.

Compensation
SALA Office Managers will be compensated at $17.00 per hour. SALA Office Managers will work between 253 and 293 hours over the course of the Summer depending on site placement.

Essential Functions
● Welcome all guests (parents, students, volunteers, City Schools or Young Audiences staff, and other guests) and ensure that they receive the information that they need and/or direct them to the appropriate staff member or room.
● Maintain a master calendar for the site, including field trip dates, family night dates, staff absences and other special events.
● Organize all paperwork generated by teachers including assessments, surveys, evaluation materials, field trip permission slips etc.
● Manage the entry of pre/post assessment data in Salesforce and Google Sheets
● Oversee the process for sending late arriving students to class and organize early dismissal for students.
● Receive all calls coming into the Site Office phone and address any tasks associated with the call.
● Ensure that the site office is kept neat and organized.
● Oversee the acquisition and distribution of office supplies as needed.
● Support the Site Director and Director of Operations in carrying out the business of the site.
● Provide support to teaching staff making copies, acquiring supplies
● Supervise the office administration intern. These interns are available to assist with all administrative aspects of the site.
● Maintain and update student records as needed.
● Create daily classroom rosters for attendance and ensure attendance is entered into the student management system as soon as possible each day.
● Assist students when they come into the site office. This may include, but is not limited to, providing supervision to students that have been removed from class, directing students to the site directors, student support coordinators or class
● Maintain a master daily schedule to ensure that any student’s whereabouts can be determined at a moment’s notice.
● Contact parents as needed, including spending 25 hours prior to the program in April and May calling parents/families to confirm their student’s participation.
● Maintain communication with Young Audiences site coordinator and regional site director to ensure timely updates on all aspects of the site.

To apply:
For consideration, apply online at https://www.yamd.org/programs/summer-arts-academy/work-with-us/

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.