



POSITION AVAILABLE

Title: Steeltown Manager

The Steeltown Manager supports youth program management with the coordination, execution, and promotion of Film Academy youth education programs.

Responsibilities include but are not limited to:

- Train new and existing Teaching Artists and Teaching Assistants to execute youth programming.
- Supervise programming both in schools and at WQED.
- Execute training, programming, and workshops when necessary.
- Maintain professional relationships and communication with schools, community partners, families, and supporters.
- Coordinate and participate in outreach efforts to schools, community partners and families to extend the project's reach.
- Increase project exposure on a national level through engagements such as film festivals, collaborations, and conferences.
- Manage content creation and exposure (i.e. creative partnerships, broadcasting opportunities, etc.) for The Reel Teens to ensure regularly posted content.
- Manage and monitor all equipment, software, and resources as it applies to youth programming.
- Collaborate with marketing and community efforts for the project (via events, social media, video, etc.), with a special focus on youth programming.
- Analyze and facilitate programs and determine results and ensure achievement of all objectives within standard/agreed upon timeframes, deadlines, and budgets.
- Coordinate and evaluate program activities to ensure they are efficiently contributing to program objectives.
- Create and implement curriculum for schools and programming, including professional development for adult educators.
- Assist with administrative tasks such as budgeting and contracts/MOUs as necessary.
- Assist, approve and oversee curriculum for other teaching artists.
- Engage in professional development opportunities, especially as it relates to enhancing work with students and DEI (diversity, equity, and inclusion) training.
- Manage Teaching Artists and Teaching Assistant staff to monitor performance to ensure efficient functioning.

Required education and skills:

- Bachelor's degree or at least 5+ years equivalent experience in digital filmmaking and/or education.
- Experience, proficiency, and confidence in writing and implementing curriculum as it applies to video media production programming.
- Experience in a classroom setting and/or working with students (i.e. camps, after school programming, etc.).
- Expertise in working with students of various backgrounds including but not limited to: socioeconomic, racial, gender, and ability.
- Skills, knowledge and understanding of industry standard equipment and software.
- Excellent communications skills – speaking, writing, presenting.
- Experience with social media – promotions strategy, community building and branding.
- Proficient in Microsoft Office, as well as G-Suite tools.
- Ability to exercise extreme care and caution in handling confidential information.
- Strong organizational and time management skills with attention to detail and ability to manage multiple priorities.
- Good problem-solving skills, flexible and creative thinker, with a positive attitude.
- Must have or have applied for PA Child Abuse History, PA Criminal Record Check and FBI Criminal Background Check Clearances.
- Teaching and/or non-profit experience is a plus but not required.
- Transportation to offices at WQED headquarters in Oakland, as well as to various locations and sites as needed for client work and educational engagements.
- Ability to work some weekends and evenings for programming and events.

Candidates should send **a resume and cover letter with salary requirements** to careers@wqed.org. **No Phone Calls Please.**

*WQED is an Equal Opportunity Employer
with leadership and a culture that supports diversity and inclusion*