

Manchester Bidwell Corporation – Replication Liaison (Adult Training)

SUMMARY:

Provides programming, planning, documentation and advisory support to replication site affiliates and internal team members, assists in projects as assigned, and supports general departmental operations by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties and responsibilities include, and are not strictly limited to, the following:

- Conduct telephone conversations with cities inquiring and tours for cities showing interest in replication. Arrange for and accompany president or do presentation in cultivation city.
- Do table research on feasibility cities identifying vocational training, employers, social service agencies, after school arts programs and public education system representatives to meet with and interview. Merge data from convener lists and coordinate visits with convener.
- Prepare and present PowerPoint presentations to cities interested in replication of BTC and MCG programs, as well as cities in feasibility, planning and implementation.
- Do presentations and conduct meetings and interviews with feasibility site community members. Document demographic and feasibility question information using MS Excel spreadsheet.
- Provide documentation of policy and procedure, and operations to sites entering planning and throughout feasibility.
- Assist in evaluation of programs, as well as program administration, faculty and staff.
- Provide continuing support to operational sites through monthly visits with Executive Director, faculty and staff.
- Monitor outcomes, assist faculty and staff with successful strategies and assist site in determining when to seek national accreditation for adult programs.
- Coordinates with internal staff and site representative to ensure the integrity and consistent adherence to the standards of accreditation and organization goals at each replication site.
- Advises each site on information resources related to local, state and federal regulations for post-secondary education, in addition to accreditation resources.
- Evaluates and advises site partners on community partnerships outreach efforts, and general programming operations.
- As necessary, participates in research and interviews with site partners to establish potential programming objectives.
- Participates in annual formal evaluations and assists in generating related reporting on each site's programming effectiveness.
- Coordinates and/or participates in planning meetings with programming and operational consultants.
- As necessary, coordinates with other MBC, MCG and BTC staff on the design and delivery of programming or operations support to replication sites, including the development of materials such as forms, curriculum, lesson plans.

- At times, may be responsible for providing tours of the organizations' facilities to potential or current site partners. May also need to host tours of affiliate sites.
- Assists in developing, or coordinating the development of site staff professional development, and coordinates with the Vice President of NCAT and team members to develop and update training templates for site personnel.
- Coordinates with other Replication staff on developing and compiling NCAT operational materials and data that support NCAT processes and general operations.
- Assists the Vice President of NCAT and team members in developing model program presentations for use with potential or current sites.
- Collects, develops and provides to each site materials, information and training that supports new programming.
- Travels to potential or current site locations to support Replication efforts.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

There are no staff/faculty supervisory responsibilities associated with this position. Supervision of assigned cities and coordination of team member involvement are required of the liaison.

EDUCATION and/or EXPERIENCE:

B.A. or B.F.A. in Art Education or similar area of interest; minimum of 5 years of progressive experience providing operational and programming administration within a community arts center, school, university or museum; demonstrated ability to develop curriculum, manage program budgets, and communicate with a diverse population; or a comparable combination of education and practical experience.

How to Apply:

Please send resume with salary requirements to hr@mcg-btc.org or fax 412-325-7378. EOE

Visit our website at www.manchesterbidwell.org