
ARTSF.

General Organization Information

Academic-artists Reaching Towards Success (A.R.T.S) Foundation Inc.

Tax ID 82-1748325

60 Skinner Street

Brockton, MA 02301

781-436-2781

info@artsfoundationinc.org

www.artsfoundationinc.org

Organization Background Information

Organization Established: May 14, 2020

Mission: A.R.T.S Foundation, Inc. is dedicated to providing a holistic approach for academic-artists youth-led programs. Academic-artists are encouraged to express themselves positively and gain sustainable skills that aid academic, community, and life success.

A.R.T.S Foundation is a Black-led, woman-founded inclusive arts organization for inner-city youth ages 12-18. A.R.T.S. Foundation currently provides creative and educational opportunities for youth in and surrounding Brockton who are identified as under-resourced communities of color. Our programs and initiatives develop cross-curricular creative experiences in the arts, specifically Digital Art, Visual Art, and Performance Art, and provide early access to higher education. Young artists develop skills in their craft tools for academic success and experience supportive mentorship toward their dreams.

We believe that the self-expression and achievement of youth in underserved communities in the arts and sciences build diversity of representation and are an essential contribution to the world.

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We're Hiring: Program Manager

Location: Brockton, MA (onsite, 3 days a week)

Type: Part-Time |\$28-\$33/hr

Posted: May 6th, 2025

Apply by: Open until filled

Email Applications to: info@artsfoundationinc.org

Role Overview

ARTSF is seeking a highly motivated Program Manager to oversee the development, coordination, and execution of our youth programs and public events. The ideal candidate is passionate about the arts, youth development, and operational excellence. This is an opportunity to be part of a mission-driven team changing lives through creativity and culture.

Key Responsibilities

Program Development & Delivery

- Design and manage seasonal workshops and events in visual, digital, written, and performance arts
- Coordinate gallery tours, mentorship programs, and community showcases
- Track program outcomes and contribute to curriculum refinement

Youth Engagement & Support

- Foster strong relationships with students and families
- Ensure an inclusive and empowering environment for all participants
- Coordinate recruitment with schools and local partners

Team & Volunteer Leadership

- Supervise interns, volunteers, and teaching artists

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- Lead onboarding, training, and c
- Maintain a culture of collaborati

Operations & Reporting

- Manage schedules, materials, program budgets, and site logistics
- Collect and report program data for funders and internal use
- Support with grant writing and promotional efforts

Community & Partner Engagement

- Represent ARTSF at events and meetings
- Cultivate partnerships with schools, nonprofits, and cultural institutions
- Promote programs across digital and in-person platforms

What We're Looking For

- Bachelor's degree in Arts, Education, or a related field (Master's a plus)
- At least 3 years of experience in program management or youth-focused roles
- Excellent organizational, interpersonal, and leadership skills
- Tech-savvy with knowledge of Google Workspace, Microsoft Office, and tools like Trello
- Experience working in diverse communities
- Flexible schedule, including occasional evenings/weekends

Benefits

- Professional development stipend
- A supportive, creative work culture

Ready to Apply?

Email your resume, cover letter, and three professional references to info@artsfoundationinc.org with the

subject line: Program Manager Application - [Your Full Name]

Applications are reviewed on a rolling basis until the position is filled.