



**Position Title: Program Associate**

**Job overview:** Rosie's House is seeking a college student who is aspiring for a career in youth development programs and/or education specializing in the arts. The Program Associate will supervise Rosie's House Digital Creativity Center (DCC) (a computer lab and music technology classroom). The Program Associate will be responsible for ensuring that grade school students safely use classroom equipment for academic purposes. The position will assist grade school students with internet research, assist grade school students with using software applications for homework/project assignments, and explore resources to help grade school students with homework. The Program Associate will also support other activities during classes or events to assist teachers and staff.

This Program Associate position is part of the Phoenix ArtsCorp Program and includes additional mentorship and opportunities provided by the Phoenix Office of Arts & Culture.

**Department:** Program

**Supervises others:** No

**Reports to:** Program & Community Engagement Director

**Employment Status:** Part-Time

**FLSA Status:** hourly, non-exempt

**Salary Range:** \$16/hour

**Benefits:** paid sick-time accrued

**Location:** 919 E. Jefferson St., Phoenix, AZ

**Remote Eligibility:** No

**Telework Eligibility:** No

**Our mission** is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

**Primary Functions and Responsibilities**

- Supervise grade school students in a classroom
- Monitor grade school students' safe use of technology
- Assist grade school students with internet research and homework/project assignments
- Assist teachers and staff with filing, copying, and database entry
- Setting-up and tearing-down equipment and furniture for classes and events
- Support staff in planning and executing program activities and events

You will succeed at this role if you:

- Have career aspirations towards education, youth development, arts & culture or community non-profit
- Have 2-3 years' experience in a music program or other performing arts program
- Excel at customer service and communication
- Consider yourself artistic and creatively minded

## Requirements

- High school diploma or equivalent certificate and over 18 years of age
- Enrolled or on-track to enroll in college or university
- Reside in Phoenix or be attending college or university in Phoenix
- Computer literacy including safe practices for internet research and Microsoft Office programs

### **Preferred:**

- At least 2-3 years' experience in a music program or other performing arts program

## Schedule

- Monday – Thursday 3 pm – 8 pm, and Saturday 9 am – 1 pm
- Start date: Aug. 22
- Additional hours may be available for training, special projects and events

## Benefits

**Sick Time:** Part-Time employees accrue sick time

## How to Apply

Please submit your cover letter, resume, Employment Application and Safety Application to [employment@rosieshouse.org](mailto:employment@rosieshouse.org) using Program Associate and your name in the subject. The Employment Application and the Safety Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background Check for all faculty and staff members before employment begins.

**Conditions:** This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

## More About Us

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs seven full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$1,200,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for justice and vitality in our community.

Providing over 500 students, grades K-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. For more information visit [www.rosieshouse.org](http://www.rosieshouse.org)

The **Phoenix ArtCorps** is a student employment program from the Phoenix Office of Arts and Culture that seeks to provide students with the comprehensive skills, mentorship, and experience they need to launch their arts and culture careers. Over the course of a semester, each student works 400 hours for \$16/hr (around 20 to 25 hours a week), with additional stipends and professional development opportunities. To apply, students must be current or recently graduated undergraduate students at a community college, university, or other institution of higher education based in Phoenix (or live in Phoenix themselves). Students do not need to be majoring in the arts or similar fields to apply.