The Baltimore School for the Arts, a pre-professional public arts high school in Baltimore, MD, seeks to hire an exceptional and highly qualified program manager for its free after-school program for elementary & middle school children of Baltimore City (Baltimore City Public School System position).

**Essential Functions:**

1. **Programming and Auditions**
   a. Assists in the implementation of programming in each department
   b. Creates class rosters and assists in student placement
   c. Collaborates with database developers to create online audition registration form
   d. Receives and organizes online registrations in preparation for auditions
   e. Assists in organizing faculty members, facilities and custodial staff for auditions
   f. Coordinates with database developers to create optimal post-audition results communication

2. **Enrollment and Attendance**
   a. Communicates with existing families with re-enrollment information; receives, processes, and updates information for student records
   b. Processes withdrawals and records attrition details
   c. Creates attendance rosters and sign-in sheets
   d. Oversees attendance input, maintenance and reporting
   e. Communicates with families regarding absences and lateness

3. **Database Maintenance**
   a. Communicates with database developers on phase implementation of custom database
   b. Maintains student and guardian records
   c. Generates reports as needed

4. **Communication and Scheduling**
   a. Creates and maintains email listserv
   b. Creates and sends both general and specific emails to families; provides reminders and updates
   c. Creates TWIGS master schedule for all classes and facility spaces
   d. Collaborates with TWIGS Music and Dance Coordinators to assist in schedule distribution and communication
e. Supports faculty to administration and faculty to student family communication
f. Maintains communication and responses to twigs@bsfa.org email

5. Artreach and BSA/TWIGS Events
   a. Assists in the organization and facilitation of engagement activities including school matinees
   b. Develops Teacher Resource Guides for performances and workshops
   c. Assists in the development of family activities associated with BSA events

Interested applicants should send a resume to the attention of the executive director Roz Cauthen at rcauthen@bsfa.org.

The Baltimore School for the Arts actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.