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Youth Media Institute Manager

About Project: Think Different

Project: Think Different is an empowerment media organization that is creating a renaissance in the media arts and popular culture that increases civic engagement and dialogue to ensure equity and fairness. We use music, video, and online media as an organizing tool to reach those disengaged and to inspire them to “think differently” and think big about their ability to create positive change in their lives, communities, and society at large. Project: Think Different's (PTD) messages fuel empowering beliefs about our ability to create positive social change.

About the Youth Media Institute

Empowers young people with the tools and resources to become the future leaders of the media industry

- Media Watch Team provides 10 low-income diverse Boston teens with meaningful year round employment
- Media Careers Internship Program provides 25 additional teens with industry related internships
- Our in school programs provide media related enrichment to Boston middle and high school students
- Media Action Series engages other youth serving organizations in providing interactive media workshops
- In partnership with the Boston Globe, Write Boston and UMASS Boston, over 500 high school students and teachers attend the annual Media Matters Conference

About The Position:

The Youth Media Institute Manager is responsible for the strategic planning, development, and implementation of all Youth Media Institute programming. Working closely with the Executive Director and the Program Manager, the Youth Media Institute Manager provides leadership and development for ongoing youth programming, identifies resources to support this important work, and represents the Youth Media Institute in the community.

- 1. Program and Curriculum Development.** Develop and implement curriculum and training for Youth Media Institute programs. Responsible for developing relationships with potential workshop hosts and collaborators, devising and coordinating an interactive youth media programming, leading media literacy workshops for diverse groups of youth throughout the Boston area, and setting strategy for ongoing Media Watch Team organizing efforts.
- 2. Organizational Vision and Leadership.** Work with the Executive Director and Program Manager to set curricula reflective of the organization’s mission and vision, as well as the diverse perspectives of artists, students, staff, and community allies. Provide a strong leadership presence while furthering volunteer ownership and innovation.
- 3. Volunteer and Staff Management.** Manage and work closely with PTD’s Media Watch Youth Team and part-time facilitators on the development and implementation

of workshop content and research. This includes managing multiple off site staff throughout the year.

4. **Development, Mentorship, and Evaluation.** Develop, support, and continuously improve programs in collaboration with facilitators, volunteers and Action Tank. Supervise and mentor facilitators and volunteers. Project manage key programs and events. Promote evaluation by artists, participants, volunteers, and staff to ensure quality programs. Grantwriting in support of Youth Media Institute programs, and budget development for ongoing programs and individual partnerships, such as in school programs.
5. **Collaboration and Relationship Building.** Create and sustain partnerships with non-profit, arts, media, higher education, legal, philanthropic, financial communities. Specifically, the Youth Media Institute Manager is responsible for developing and maintaining partnerships such as our in school programs and our summer programming partnership at BELL (Building Educational Leaders for Life).

Qualifications

Project: Think Different's **Media Literacy Coordinator/Instructor** will be:

- A dynamic, passionate leader with the ability to bring focus and inspiration to the staff, volunteers, and Board.
- A strategic thinker and an entrepreneur.
- Capable of integrating volunteer's ownership of dynamic programs with the institutional stability and long-term vision necessary to deliver quality programs.
- Flexible, open-minded, and collaborative.

The Media Literacy Coordinator/Instructor will also have the following professional qualifications:

- A minimum of 2 years in teaching and/or curriculum development experience within the media and communications industries required.
- A minimum of 2 years program management experience is strongly preferred.
- Excellent oral and written communication skills.
- Experience with strategic planning and organizational development issues; supervising staff and working effectively in a fast paced environment requiring initiative, reliability and resourcefulness; fund-raising; managing budgets; and Microsoft Office.
- Ability to work effectively in and with diverse communities.
- Experience working with Quickbooks preferred.
- Bachelor's degree. Advanced degree in relevant field is valuable but not required.

Compensation and Location

Competitive compensation commensurate with experience. Youth Media Institute Manager is responsible for fundraising a portion of their salary. Applicant will report to 14 Beacon Street, Boston, MA. Access to a car is a plus.

How to Apply

Applicants should send a cover letter and resume to Scherazade Daruvalla King, President, by email to Scherazade@projectthinkdifferent.org (preferred), or by regular mail to 14 Beacon Street, Boston, MA 02108. Visit our website at www.projectthinkdifferent.org.