

Part-time Logistical Manager for International Student Program – Arts & Entertainment

The Arts & Entertainment Au Pair Weekend program is seeking energetic individuals to assist with an intensive weekend program in New York City for international students / au pairs. We are seeking individuals with experience in the fields of entertainment and the arts who are interested in working as part of a team within an educational setting.

Please send resume and cover letter ASAP to Jared MacDonald at info@aupairclasses.org. Recruitment is ongoing.

Logistical Manager Overview

- Goal of position: the logistical manager is the main point of contact for all locally-based, non-academic contacts, and is in charge of planning and implementing the logistical aspects of the weekend: transportation, meals, and excursions. The logistical manager works in close contact with the city director to help plan and execute the weekends, and serves a key leadership role in the city program.
- Work 4 weekends per year on an hourly basis (the courses are held Friday morning through Sunday afternoon with a possible staff meeting before each weekend class).
- Work closely with the city director on taking the lead with the logistical aspects of the weekend which could include shopping before or during the weekend, and taking responsibility for food orders, museum, tour or bus reservations, etc.
- Supervise program assistants who are helping with all logistical details of the weekend class.

Pre-Weekend Duties

- Up to 5 - 10 hrs a week of pre-weekend preparation and planning, which may include the following:
 - Plan and order meals, and purchasing food for meals and snacks covered by the program.
 - Research local activities and opportunities to aid in program development.
 - Organize transportation services for students during the weekend.
 - Order staff supplies and student prizes for the weekend.
 - Research, schedule and confirm tours/activities for students for the weekend.
 - Update staff and student papers/worksheets as applicable.
 - Assist in creating staff, student, weekend and classroom reservation schedules for the classes.
 - Responsibility for the pre-weekend organization, inventory and prep prior to each weekend class as needed, including serving as the lead for preparing weekend materials the Thursday before each weekend (including arranging for the copies, folder assembly, and shopping for food and materials).

Duties During the Weekend

- Be the main point of contact for transportation services.
- Be the main point of contact for food deliveries/meals.
- Keep track of all receipts/purchases made throughout weekend.
- Be the main point of contact for tours and scheduled group activities.
- Help organize student assignments, certificates and letters of completion for the end of the weekend.
- Communicate with city director regarding logistical challenges and suggestions for program improvement.
- Communicate with staff and students as needed throughout weekend with regards to logistical aspects of weekend (transportation, food, excursions, tours).

Additional Program Responsibilities

- Facilitate in-class presentations, creativity-based activities, and group discussions.
- Lead student groups on the out-of-class educational and community excursions, including walking tours, museum visits, and other activities relevant to the performing and visual arts.
- Track and monitor students for attendance and assignments.
- Assist throughout the weekend as needed with all aspects of the weekend class, including helping at check-in.
- Work with city director on other program development, logistical and excursion-related details on an as-needed basis.

Requirements and Preferences

- Experience with event and/or conference planning.
- Organized and ability to lead students both in and out of the classroom setting.
- Passion and enthusiasm that brings energy to the program.
- Ability to take initiative and modify approach to the needs of the program and diverse students.
- Experience working within the fields of arts and entertainment preferred, including performing arts (drama, TV/film, music) and/or visual arts (art, architecture, photography), preferred.
- Bachelor's degree in related field preferred, and current students may also be considered.
- Teaching and other classroom experience preferred.
- International experience preferred, preferably living abroad experience and/or working with international students.
- Familiarity with the excursion and classroom locations in/around Times Square, Central Park, Soho, and other areas of Manhattan.

Course/Work Schedule

There will be four weekends per year starting in 2018. Weekend courses in 2018 will be held March 16-18, July 20-22, Sept. 14-16, Nov. 16-18, and on corresponding weekends moving forward.

Weekend class hours are as follows: Friday 11 am - 9:30 pm (staff arrives by 8:30 am); Saturday 9 am - 9:30 pm; Sunday 9 am - 4 pm (staff to leave 5:30 or 6 pm). Teaching assistant hours during the weekend may vary.

Compensation

Logistical Managers are hired initially on a trial-basis as independent contractors (1099) and are paid on an hourly basis for work completed. Hourly rate begins at \$20/hr, and rate is increased \$1/hr after the first 100 total hours with APW. Subsequent increases of \$1 to \$2/hour for each additional year with the program based on performance level. Staff reviews will be conducted on an annual (or more frequently as needed) basis, at which point the current compensation plan and job description will be reviewed and modified on an as needed basis. For more information about Au Pair Weekend, see our website: www.aupairclasses.org