



PROGRAM ASSISTANT

YOUTH ARTS JOURNALISM INITIATIVE

Founded in 2017, the Youth Arts Journalism Initiative (YAJI) is an 11-week program (a week long intensive followed by 10 weekly “pitch meetings”) in which 10 New Haven high school students learn the fundamentals of journalism, then turn around a total of four articles for which they are compensated. This year YAJI runs its weeklong intensive April 13-17, followed by weekly pitch meetings each Tuesday afternoon from 3 to 5 p.m. from April 21 through June 23. YAJI articles are typically published in the Arts Paper, the editorially independent arm of the Arts Council of Greater New Haven.

Reporting to the Editor of the Arts Paper, the Youth Arts Journalism Initiative (YAJI) Program Assistant is responsible for the day-to-day management for the third year of this program. Because assignments take place outside of pitch meeting hours, the program assistant should also expect to do some editing work on evenings and weekends. Other duties include:

- Coordinating program events, from student bus passes to in-kind food/supply donations to artists and speakers for the week-long intensive.
- Attending all dates of the intensive and all pitch meetings.
- Directly editing five of the 10 students in the program. This includes angling with them directly following each assignment, setting a deadline and keeping them on it, and returning edits to them as quickly as possible.
- Co-developing a weekly pitch document with 15-25 possible assignments for students.

Ideal candidates will embody the following characteristics + skills:

- Prior experience in reporting and working in a newsroom is required; additional experience in news editing preferred
- Collaborative, team player
- Extremely organized, reliable, and calm under pressure
- Broad knowledge of New Haven’s neighborhoods

Classification: Temporary, part-time, exempt

Work hours: Flexible starting February 1

Weeklong Intensive: 10 a.m. to 3 p.m. April 13-17

Weekly pitch meetings: 3-5 p.m. on Tuesdays from April 21 - June 23

Salary: \$12,000

The Arts Council of Greater New Haven strives to advance our communities by providing leadership and support to our diverse arts community. We envision a thriving arts community at the heart of Greater New Haven and believe that art, culture, and creativity are fundamental human rights.

We are committed to building a creative and dynamic work environment that celebrates individual differences and diversity and treats everyone with fairness and respect. We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity, marital status, veteran status, disability, or any other category protected by federal, state, or local regulations. We strongly encourage candidates of color to apply. EOE

APPLICATION PROCESS

Email cover letter, resume and three samples of written work to Info@NewHavenArts.org with subject "Your Next YAJI Program Assistant"

Applications will be considered in the order they are received until position is filled