



**Position:** School Programs Manager

**Direct Manager:** Program Director

**Status & Location:** Full-time, 35 hours/week, exempt  
Hybrid role (remote and onsite at Metro Detroit schools and InsideOut office)

### **About InsideOut**

Through InsideOut's creative writing programs, students are inspired and equipped to think critically, create bravely, and share their voices with the world. We provide students in elementary, middle and high school with opportunities for self-expression, mentoring, academic support, and a platform to be heard. Since 1995, we have served 80,000 students and counting. At this crucial time in Detroit's history, we provide youth with the creative tools to build the city and world they want to live in.

### **Why We Need You**

We are seeking a School Programs Manager to manage our robust In School Programs, which serve nearly 3,000 students at approximately 25-30 Metro Detroit schools annually. The School Programs Manager will have demonstrated success in project/program management, relationship building, and interest or experience with poetry.

The School Programs Manager is a matchmaker: connecting the needs of schools to the best-suited teaching artist and managing the logistical details to launch and support our Writer-in-Residence program in each school. Additionally, the School Programs Manager creates resources and systems to support program effectiveness and evaluation of In School Programs, while striving for continual growth.

The School Programs Manager is the direct supervisor of six full-time staff, five of which are teaching artists in the classroom, as well as 14-18 part-time teaching artists. Through strong management and coaching, the School Programs Manager will be responsible for their team's overall effectiveness and professional growth. The School Programs Manager works closely with the In School Program Coordinator to set up all residencies in our Writer-in-Residence program and to support teaching artists. The role requires strong relationships and consistent communication with teachers and school administrators. The School Programs Manager ensures program fulfillment and the publication of approximately 25 student anthologies annually.

Candidates should have at least 3 years of professional experience in roles of increasing responsibility in the education, youth development, or related field, as well as demonstrated interest in poetry that would allow them to mentor teaching artists.

### **Job Responsibilities Include:**

- 1. Implement and coordinate high-quality K-12 in-school residencies - 40%**
  - a. Implement residency plans and placements, including initial school planning meetings with host classroom teachers. Cultivate and maintain relationships with key school personnel through regular communication. Coordinate with Director of Schools and Community Partnerships, Senior Writer and Lead Teaching Artist, as needed.
  - b. With Citywide Poets Manager lead interviewing, hiring, and processing of contracts for Writers-in-Residence, and conduct biweekly payroll review, including researching discrepancies and determining adjustments.



- c. Manage data systems in support of Writers-in-Residence employment, including entry and updates to the hourly database spreadsheet, residency and observation calendars, and in-school program tracking spreadsheet. Track service dates to support invoicing and/or program-specific budgets.
  - d. Provide Writers-in-Residence with tools and materials (e.g. attendance logs, school and program expectations and report forms) to successfully deliver and document their residency in accordance with school and funder requirements.
  - e. Monitor program progress and develop solutions as needed (e.g. restructuring residencies) to ensure the program is fulfilled in a timely manner, including residency hours completed, publication prepared and delivered, and year-end celebration planned at each school.
  - f. Lead evaluation for In School Program. Support administration of surveys and assessments to ensure program data reflects key in-school stakeholders (students, teachers, principals, etc.). Apply conclusions from formal and informal program assessments to implement improvements.
- 2. Supervise In School Program Staff and support Writers-in-Residence, applying HR policies and procedures consistently for all direct reports – 30%**
- a. Manage and support performance of In School Program Coordinator, including weekly check-ins.
  - b. Supervise all program teaching artists, including Senior Writer, Lead Teaching Artist, and Academic Year Teaching Artist. Coordinate monthly check-ins, coordinate communication and sharing of resources to ensure team cohesion and connection.
  - c. Provide resources, logistical and technical support, and coaching to part-time Writers-in-Residence through regular individual check-ins. Offer guidance and problem solving for intermittent issues that arise throughout the program.
  - d. In coordination with Program Director and School Programs Coordinator, ensure each Writer-in-Residence is observed during the course of the residency and provide feedback to ensure quality lesson planning, teaching, and student engagement.
  - e. With support from In School Program Coordinator, research, design, maintain, and share online resources including professional development, lesson plans, model poems, classroom management strategies, and best practices. Actively monitor the needs of Writers-in-Residence, and adapt or create materials to provide support accordingly.
- 3. Coordinate and supervise school-related special projects including BookUp program, arts-infused residencies, events, field trips, and other special initiatives as needed - 10%**
- a. Develop and revise specialized lesson plans, coordinate guest artist visits, and research/review curriculum to ensure in-school activities meet the expectations of specific partners, funders and InsideOut.
  - b. Oversee logistics including contracts, parent communication and permission, transportation, materials/supplies, training, and disbursing funds.
  - c. Design customized projects and/or residencies to engage new potential school partners.
- 4. Coordinate and support high quality program culmination (publication and year-end celebrations) - 10%**
- a. Collaborate with part-time Publications Assistant to develop a publication timeline, establish manuscript preparation protocols, and negotiate content edits with Writers-in-Residence, teachers, and principals.
  - b. In collaboration with In School Programs Coordinator, provide “second read” of all publications to support editing, flag content concerns, and ensure edits reflect updates from teachers and principals.
  - c. Communicate publication timeline to teachers and principals, obtain principal signatures for manuscript approval, and ensure compliance with student permission forms.
  - d. In collaboration with In School Program Coordinator, support Writers-in-Residence in planning in-school year-end celebrations and coordinate attendance by staff.



**5. Support grant reporting and application processes - 10%**

- a. Organize quotes and statistics for use in reporting.
- b. Write grant applications and reports for in-school programming, in collaboration with Grant Writer and leadership team, as requested.
- c. Gather appropriate documentation (student profiles, poems, artwork, photos, etc.) to support organizational communication.
- d. Communicate directly with funders, as needed.

**What we're looking for in a candidate:**

***Qualifications***

- 3+ years professional experience in roles of increasing responsibility in education, youth development, or a related field.
- Experience managing complex projects or programs
- Experience directly supervising others
- Interest and experience with poetry
- Demonstrated success in building and maintaining relationships across cultures
- Excellent organizational skills
- Ability to manage various timelines and multitask effectively
- Ability to commute independently among schools in Metro Detroit area
- Excellent verbal and written communication skills
- Persistence and strong follow-through skills when working with all stakeholders
- Flexibility and positivity when working in a fast-paced environment

***Preferred***

- Familiarity with the Metro Detroit educational or youth program landscape
- Familiarity with best practices in the field of creative youth development
- Knowledge of Google Workspace Suite

**Salary:** \$61,000-\$70,000 commensurate with experience

Benefits include generous paid time off, health insurance, a retirement plan, and a paid sabbatical period after 7 years of full-time service.

**To apply for this position**, submit a resume and cover letter speaking to your experience with the following: managing programs, building relationships across cultures, and youth development or education. Utilize the [Google Form application](#) and **submit by Sunday, April 12th**. Interviews will take place in late-April and May. The goal start date for this position is July 2026. Finalist candidates will be contacted for an interview. No calls, please.

***InsideOut Literary Arts is an Equal Opportunity Employer. We value and seek diversity in our team.***