

## EmcArts Seeks Research & Evaluation Manager

Community Innovation Lab Program

### SUMMARY OF OPPORTUNITY

EmcArts seeks a *Research & Developmental Evaluation Manager* to support our newly launched *Community Innovation Lab* (CIL) program.

The Manager will implement the evaluation and research components of the *Community Innovation Labs*, and support EmcArts mission and direction.

- Assist in creating a development evaluation framework for the CIL program
- Manage the implementation of the evaluation framework, including capturing and making sense of many different types of data about the program overall and each local CIL
- Produce regular written reports to the staff and local Labs teams
- Produce a cumulative report of the developmental evaluation of the CIL program overall
- Edit and oversee the production of a developmental evaluation of each local CIL
- Edit and oversee the production of narrative case studies about each local CIL
- Edit, coordinate and contribute writing to a field guide about CIL
- Conduct stakeholder research to support CIL in each active community

The Research & Evaluation Manager will report to the Director of Strategic Initiatives and will serve as a member of the Community Innovation Lab support team.

Location: Harlem, NY

Reports to: Director of Strategic Initiatives

Salary Range: \$48,000-\$52,000 (based on \$60k-\$65k full-time equivalent)

Hours: 80% time (4 days per week) through December 2017

For more about EmcArts, visit [EmcArts.org](http://EmcArts.org)

[Click here](#) more about the Community Innovation Labs

### CONTEXT

A national initiative managed by EmcArts, the *Community Innovation Labs* are an unconventional approach that helps community stakeholders from different sectors work together in innovative ways in response to a specific complex local challenge. The *Labs* use artistic processes to build trust, explore new possibilities, and advance arts-based strategies for systemic change.

Labs are currently underway in Winston-Salem, NC and Providence, RI, and will begin in up to three new US communities in Fall 2016. For each Lab, EmcArts works closely with local partners, providing design, facilitation and logistics support for the program. [Click here to download information about the Lab program.](#)

The Manager will not support a summative evaluation of the program itself, but rather will support a developmental evaluation, working alongside the EmcArts staff and local embedded evaluation partners throughout the program's duration to harvest the knowledge gained, lessons learned, and impacts observed when a rigorous process framework is deployed to build the capacity of a local community to use arts to make progress on a difficult community challenge. The Research & Evaluation Manager will receive training in developmental evaluation from a Developmental Evaluation Consultant whom EmcArts will retain.

### **Experience/Skills/Characteristics**

4-5 years relevant or related experience in evaluation and research

#### **Specific experience**

- Experience with evaluation
- Knowledge of or experience with developmental evaluation a plus
- Experience conducting and analyzing research, including interviews
- Experience writing reports
- Experience editing reports and publications

#### **Skills**

- Clear and compelling writing
- Excellent verbal communication
- Effective collaborator
- Knowledge of social research techniques
- Capacity for sense-making and pattern recognition from complex data
- Comfort with ambiguity, balanced by decisiveness when appropriate
- Advanced project management skills
- Ability to supervise a team
- Problem-solving abilities
- Willingness to learn EmcArts' core methodologies

#### **Characteristics**

- Self-starter
- Curious
- Adaptable
- Fast learner
- Collaborative

## **Hiring process**

Applications accepted until May 10, 2016. We expect interviews to begin in mid-May. Start date will be as soon as possible after hiring.

Please send a cover letter, resume and two writing samples as one PDF to Karina Mangu-Ward, Director of Strategic Initiatives, at [kmangu-ward@emcart.org](mailto:kmangu-ward@emcart.org). Please include the name of the position to which you are applying in the subject line. Resumes without cover letters will not be accepted.