

Four Ways for Professionals to Grow

Drawing on over a decade of experience preparing students for internships in New York City's \$21.2 billion creative industries, we offer four forms of professional development services that help educators introduce students to a wealth of careers.

- School-based professional development
- Coaching and technical assistance
- Professional credit course
- Career Development Program Curriculum



Professional Development for School-to-Career Programs

Developing the Next Generation Of Creative Professionals

A critical component of The Center for Arts Education's mission is a commitment to improve the quality of teaching and learning through professional development for educators, counselors, teaching artists, youth workers and school administrators.

We provide tools and techniques to enhance arts education and career development in classrooms, school communities and not-for-profit organizations.



THE CENTER FOR ARTS EDUCATION

The Center for Arts Education is committed to stimulating and sustaining quality arts education as an essential part of every child's education in the New York City public schools. Visit www.caenyc.org to learn more.

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School-Based Professional Development

Our school-based professional development workshops help educators develop the skills and confidence to improve their teaching and prepare students for today's competitive workforce.

Topics include:

- Career development in the arts
- 21st-century skills
- New York City's thriving arts and arts-related industries
- Integration of career development in the curriculum, including:
 - Arts careers research
 - Post-secondary arts programs
 - Career planning
 - Communication and presentation skills
 - Writing résumés and cover letters
 - Job interviewing skills
 - Workplace etiquette and conflict resolution
 - Time and stress management

Length: 2 hours Grades: 6–12 Cost: \$400 Maximum: 30 participants

Coaching and Technical Assistance

We provide customized coaching and technical assistance to schools and organizations planning to implement or expand career development/internship programs, including:

- Planning, implementation and management
- Curriculum development
- Staff, intern and mentor training
- Intern evaluation
- Work-site recruitment

Professional Credit Course

We offer a graduate-level course entitled **Introduction to Career Development in the Arts** through the Department of Education's After School Professional Development Program. This course helps educators and counselors develop strategies to connect with New York City's thriving arts-related industries and prepare their students to compete in the 21st-century workforce.

All educators receive our teaching guides, which meet both the New York State Learning Standards and the New York City Blueprint for Teaching and Learning in the Arts.

For fall, spring and summer p-credit registration, visit: <http://schools.nyc.gov/Teachers/aspdp>



Career Development Curriculum

We have developed a curriculum that reflects best practices in the field, including five Career Development Handbooks and a Teacher's Guide. Here are the titles:

How Well Do You Know Yourself? Discover Your Strengths and Challenges

Activities to help students learn more about their own communication styles, social values and work values.

The Career You'd Love to Have: What Jobs in the Arts Are Open to You?

An overview of how to research jobs in different fields, with lists of potential jobs in dance, literature and writing, media, music, theater and visual arts.

Building Your Career Plan: First Steps That Can Lead to a Great Job

Profiles of individuals with successful careers in the arts and a list of key life skills and tools to help students identify their priorities and personal goals.

How to Get the Job: Making the Job-Hunt Process Work for You

Information about how to read help-wanted ads, develop a résumé, draft a cover letter, interview and network.

Your On-the-Job Survival Kit: How to Succeed in the Workplace

Tips on navigating the workplace, including understanding policies and procedures, negotiating conflicts and taking initiative.

Teacher's Guide

Background information, guidelines, teaching templates with strategies and suggested responses covering materials in the student booklets 1–5.

This curriculum packet, including all five handbooks and the teacher's guide, can be purchased for \$20.

For information regarding professional development services contact: Alexander Santiago-Jirau, 212.971.3300 ext. 310, or alex@caenyc.org.