Title: Program Manager
Type: Part-time, permanent, hybrid
Purpose: Provides management for education and live performance programing
Location: Glen Arbor Arts Center office and remote

Summary

The Program Manager is responsible for developing and managing youth and adult education, Manitou Music, and other live performance-related programming designed to increase, engage, and retain community support to ensure a foundation of quality programming that builds upon the GAAC's mission of enriching the community through the arts.

The Manager develops sound art education practices that allow students to engage in innovative, process-oriented projects that foster artistic confidence. The Manager delivers a coherent, dynamic, and ground-breaking program of live performances.

Key Responsibilities

Youth and Adult Education:
- Manage and evaluate the development of classes and pitch new classes to instructors.
- Interview and recruit instructors.
- Orient newly recruited instructors to the organization's standards, processes, and facilities.
- Understand the necessities of the organization and equip instructors accordingly.
- Ensure that the rules and policies of the organization are followed properly.
- Attends administrative/staff meetings.
- Interact with the staff to understand and implement job tasks and workflows.
- Organize and schedule classes: times, dates, locations, and instructors.
- Organize and schedule a minimum of two annual workshops with nationally known instructors: times, dates, locations, housing details, facility details, set up, and transportation.
- Compile, edit, and proof class information, bios, and images seasonally for online/printed marketing materials and the organization's master calendar.
- Compile, edit, and proof promotional and marketing copy regarding press releases, email, and social media.
- Develop and manage virtual teaching opportunities for artists, including art supply kits.
- Develop class evaluations for distributing to students and review them with instructor's post-class.
- Create and maintain a list of potential teachers and classes from website submitted proposals or other sources.
- Create and maintain a list of possible future classes and instructors.
- Create and manage teacher contracts for snail mail and email.
- Organize apartment schedule with staff for those instructors who need housing and submit dates to the office for the master calendar.
- Inventory and order art supplies as needed.
- Recommend equipment purchases and their sources.
- Develop annual budget and an operational plan for adult and youth education programs using the organization's budget process.
- Prepare and manage monthly report outlining class data, program analysis and recommendations.
Performance Events:
- Organize and schedule live performances: times, dates, locations, and performers (including musicians-in-residence).
- Compile, edit, and proof performance event information and images seasonally for online/printed marketing materials and the organization's master calendar.
- Compile, edit, and proof promotional and marketing copy regarding press releases, email, and social media.
- Develop annual budget and an operational plan for performance programs using the organization's budget process.
- Create contracts/agreements with performers and collect invoices with all related paperwork for performance fees, including any lodging, travel, or food required by the performers.
- Make coordinated decisions about when to move the performances due to inclement weather and pre-secure a second location and date for possible inclement weather.
- Manage onsite event volunteers and submit volunteer requests and hours to Volunteer Coordinator.

Reporting Relationships

The Program Manager reports directly to the Executive Director and supports the entire Education committee, and volunteers as requested. The Program Manager is part of a collaborative team within the Glen Arbor Arts Center.

Qualifications

The Program Coordinator should be friendly and welcoming -- interested in people, creativity and working with diverse groups in a high-energy environment. S/he should work independently and be a team player with strong organizational skills, keen attention to detail, and creative problem solving.

- Technical: proficiency in Windows OS and Microsoft Office is required; experience with Zoom and Google apps preferred.
- Communication: excellent verbal and written proficiency with attention to detail.
- Personal Effectiveness/Credibility: strong work ethic, reliable, punctual.
- Collaboration: able to work with diverse people and groups.
- Flexibility: able to juggle competing priorities and out the box thinking.
- School/Experience: Bachelor's and 5 years of professional nonprofit experience working with program management or Ten years of professional nonprofit experience working with program management. Work experience with creativity, education, performances, and volunteers preferred.

Working Conditions

This job will operate in a professional office environment, home environment, and field. However, the organization's programs and events may sometimes take the Program Manager to non-standard workplaces. The role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

Hours and Wages

The Program Manager position is a part-time hybrid work model. The starting wage is $20 - $22 per hour, depending upon education and experience. Work hours are 20 hours per week. Expected workdays are Monday through Friday, with occasional weekend hours. Benefits include one week of personal time off (PTO), sick bank, ten paid holidays, and employee class discounts.

Glen Arbor Arts Center Diversity & Inclusion Statement

We are an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, students, artists, volunteers, and community stakeholders.