



Job Description: **Program Manager**

Classification: Full Time / Exempt / Salaried

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### ***Position Summary***

The **Program Manager** works directly with the Director of Programs to develop and implement in-school, after school, and community program initiatives that align with the Arts @ Large mission and deepens school and community partnerships.

### **Essential Duties & Responsibilities**

To perform this job successfully an individual must be a self-starter and problem solver. This role requires building and maintaining relationships in a variety of settings. The requirements listed are representative of the knowledge, skills and ability required to perform the duties of this job satisfactorily.

1. Responsible for managing program coordination for:
  - In-School Programs
  - Community Center Programs
  - Artist Relations & Management
  - Professional Development
  - Art & Multimedia Equipment Management
2. Will assist with artist engagement and introduce community artist educators to the Arts @ Large model.
3. Responsible for building positive working relationships with stakeholders – specifically establishing rapport with administrators and other school constituents.
4. Responsible for facilitating meetings between artists, administrators and other stakeholders.
5. Responsible for overseeing contracting procedures are implemented according to established internal and protocols (to include assisting artists with proposal and contract procedures).
6. Responsible for coordinating in-school residency needs, materials, scheduling changes, etc.
7. Responsible for program evaluation, ensuring artist, teacher, and administrator complete pre/post surveys and other evaluation surveys administered as needed.
8. Responsible for assisting in the design and implementation of student-parent engagement programs (on and off site).
9. Will assist the Director of Programs in the design and implementation of professional development opportunities for artist educators, teachers and staff.
10. Will work collaboratively with instructional coaches to coordinate professional development events.

11. Responsible for identifying gaps in knowledge, technical skills, interpersonal skills and interaction with youth among artist educators and work with program staff and instructors to close those gaps.
12. Work collaboratively with other Program staff and instructors to provide planning, problem solving, and services related to artist relations.
13. Represent Arts @ Large at various community facing events to further the mission and amplify opportunities for collaborations (including facilitating virtual or in-person presentations as needed for collaborative projects).
14. Will work in a leadership capacity with other team members to implement special project initiatives, as well as track and report on project outcomes.
15. Will work to deepen existing partnerships with MPS after school initiatives.
16. Perform other duties as assigned.

### **Additional Requirements**

This is an exempt level position with a work schedule of 40+ hours per week to include frequent nights/weekends for community events as needed. Work will be performed in person most frequently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree
- Two or more years related experience and/or training in education, non-profit management or service industry setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience
- Knowledge of the art community and partners
- Ability to effectively utilize job-related software including but not limited to Google Suite, Microsoft Office Suite and the internet. Ability to type proficiently, prepare reports, write correspondence and e-mail.
- Ability to effectively present written and verbal information. Ability to respond to questions from the general public, artists, youth, educators, as well as staff of various community-based organizations. Some public speaking is required.
- Sound judgment and temperament with the ability to listen to and interpret instructions, apply common sense understanding and carry out instructions furnished written or oral.
- Excellent communication skills and ability to work in a multicultural environment.
- Experience and ability to multi-task and coordinate a variety of projects simultaneously.

Salary begins at \$42,500 plus benefits.

Interested candidates should submit a resume and cover letter and 3 professional references to [info@artsatlargeinc.org](mailto:info@artsatlargeinc.org) - deadline Friday, April 29, 2022.