

## Position – Program Manager

Position open until filled.

**Employment status :** Part-time (20-25 hrs/week)

Flex/Overlap Schedule with Executive Director and Studio Coordinator to cover Open Studio Hours.

Tu-Fr: Noon - 5 pm; Sat: 10 am - 3 pm

Occasionally needed for Evening and/or Weekend Events.

**Reports to:** Executive Director.

**Compensation:** \$15.00 hourly.

**To Apply:** Email cover letter and resume to: [rallen@offcenterarts.org](mailto:rallen@offcenterarts.org), No phone calls or drop-ins, please.

## Position Summary

The Program Manager (PM) plans and coordinates the development, implementation, execution and evaluation of programming and special projects currently contracted with funders which are designed to achieve OFFCenter’s mission, goals, and objectives. It is essential the PM works cooperatively with staff to contribute to creating and maintaining a safe environment for diverse self-expression and social dialogue for our studio users and program participants of all ages and abilities. In addition to serving the public at large and at-risk populations, the PM also documents and evaluates the impact of OFFCenter programs which enhance and improve artists’ social, technical and art-based business skills and experiences. The Program Manager recruits and manages a small team of project managers, artist-instructors, and a support staff (consisting of service-learning student interns from high schools, college degree programs and volunteers) who assist in the implementation and evaluation of programming. The PM is also a liaison between OFFCenter and our arts, social service, educational and civic partners. It is essential the PM be an effective communicator, organizer, educator, mentor and compassionate individual in order to facilitate free open studio access and outreach art-making programming for service agencies and individuals of all abilities/in all life situations, including those with special needs, living in poverty/homelessness, at-risk youth and the elderly.

OFFCenter is committed to a culturally diverse staff that reflects our diverse community and strongly encourages applications from minority/women candidates who align with OFFCenter’s organizational mission, goals and objectives.

## Primary Responsibilities

- Plan and develop workshops, classes, exhibitions, studio and outreach programming and events in collaboration with staff, instructors, artists, program participants and volunteers.
- Create engaging art technique and art-based business skill-building workshops; non-juried community art exhibits (6-8x/yr); and outreach activities to provide growth opportunities. This includes facilitating monthly “Emerging Artist Network” meetings to integrate artists’ feedback as part of the design and development of programs.
- In coordination with the Executive Director and the Grant Coordinator, set program goals according to the strategic objectives of the organization. Analyze trends, identify areas for improvement, and create relevant strategic proposals. Keep management informed with detailed and accurate reports of relevant programmatic data and information.
- The PM is responsible for coordinating and managing all OFFCenter program aspects: open studio (including external/partnering organizations’ use of open studio resources); weekly workgroups (in art, handcrafts, writing and music); art technique and art-based business “specialty” workshops; art gallery; exhibitions; K-5 After-school Art-Making Program at a Title 1 local elementary school; Kids Only Open Studio/Summer Art Camp; free-to-the-public and partnering organizational outreach art-making activities; and our annual Folk Art Festival.

- Recruit, train, manage, mentor, and evaluate service-learning interns, instructors, outreach coordinators and other project facilitators as well as assist them in the development, facilitation and implementation of educational art-making aspects of community outreach.
- Implement program evaluation tools; collect and manage attendance, demographic surveys and qualitative data to evaluate impact, program goals and objectives for participants and artists in program aspects.
- Must be able to consistently provide up-to-date program data for all of OFFCenter Open Studio and Outreach activities (both quantitative and qualitative); project timelines; program/project descriptions, photographic documentation; personal stories/experiences and artist-instructor bio/qualifications – as necessitated by any grant submission or reporting requirements.
- Prepare monthly, quarterly and annual reports of program data and documentation as required by Executive Director.
- Collaborate with Executive Director to develop and oversee annual program/project budget(s).
- Develop and manage relationships with service agencies that utilize studio programs, facilities and resources as a social integration site for disabled, elderly, at-risk clients.
- Identify, develop and collaborate appropriate teaching and observational opportunities by overseeing and coordinating OFFCenter’s service-learning interns from program-specific degrees such as: art, arts education, art therapy, social services, community engagement, arts/non-profit management, etc.
- Initiate, develop, and manage strategic arts, social service, and civic partner engagement opportunities, which enhance programming and outreach opportunities and resources for participants, interns and volunteers.
- Supervise the Studio Coordinator’s operation/evaluation of OFFCenter’s Emerging Artist Co-op Gallery, and non-juried exhibitions based on evaluations from staff, instructors, artists and participants.
- Develop and implement communication channels that are efficient, effective, and compassionate to model a welcoming, community-building culture. Mentor current, prospective, and graduated participants by ensuring their sense of support and encouragement to consistently develop their art, social, and business skills to enhance their well-being.

## **Additional Responsibilities**

- Collaborate with Studio Coordinator to ensure best use of donated art materials for workshops, classes and outreach programs.
- Assist staff with management and training of studio volunteers.
- Maintain and publish up-to-date, online calendars, social media, and bi-weekly e-blasts, with open studio activities, weekly workgroups, workshops, and special events.
- Publish bi-weekly online announcements regarding current and upcoming program workshops, and events.
- Contribute written language and relevant data to marketing and communications efforts.
- With provided training, all staff is responsible to assess and problem-solve conflicts within the studio environment. Each staff member must appraise situations accordingly, and know when to seek further assistance from senior/additional staff members and/or authorities to maintain safety.
- Serve as a representative for OFFCenter at relevant public events.
- Maintain and update contact information of workshop and outreach participants.

## **Qualifications**

- Be aligned with OFFCenter’s organizational mission, goals and objectives.
- 2-5 years working for a community-based arts or social service organization (leadership roles preferred).
- A Bachelor’s degree in Art History, Arts Administration, Fine Arts, Social Work, Non-Profit Management or other equivalent experience in related fields.
- Experience with program management, gallery exhibition/sales or arts education preferred.

- Excellent organizational, administrative, and project management skills. Possess a self-motivated work-ethic, dedicated to both independent and collaborative success.
- Strong computer skills in standard software (Word, Excel, PowerPoint, Google Apps), preferred experience in Adobe Creative Suite or willingness to learn program-specific applications such as Donor Perfect and Constant Contact.
- Excellent written and oral communication skills, including the ability to speak effectively in a variety of public forums, occasionally assisting with presentations to current and potential donors and funders.
- The ability to think creatively and strategically, with strong analytical and problem-solving skills.