



Job Description

Program Manager

This position is designed to:

- Oversee and direct the programs for individuals with disabilities, including monthly art and culture community outings, community festivals and events, quarterly dances for adults with disabilities, Winter/Spring In-Classroom Programs, Summer Camp, and the development of additional year-round programming.
- We serve approximately 3,000 individuals in the 5-county area, as well as 40+ classrooms/schools, and growing.

Program Development 20%

- Working with the Executive Director, assess and stay up to date on accessible art and culture programs best practices, with application to current programs.
- Attend programs and communicate with teachers, teaching artists, and students for continuous development.
- Maintain and continue development of evaluation systems and data collection to set appropriate goals and successfully measure outcomes of all programs.

Artist & Volunteer Training and Oversight 20%

- Orchestrate meetings and orientations with teaching artists and volunteers before monthly and annual programs.
- Develop, schedule, and regularly communicate appropriate training and professional development for teaching artists and volunteers.
- Observe, evaluate, and provide appropriate feedback for all teaching artists regularly (ED).

Program Scheduling & Attendance 60%

- Schedule, Communicate, and Implement all necessary factors for monthly accessible arts and culture programs for individuals with disabilities and their families. This includes first contact, maintaining expenses within a budget, monitoring registrations, scheduling volunteers, and being in attendance at the programs.
- Attendance at all monthly programs and quarterly dances, community festivals/events, and as other duties allow at Winter/Spring In-Classroom Programs.



Position Qualifications:

- Bachelor's Degree or Prior Experience.
- Strong leadership skills.
- Strong written and verbal communication skills.
- Strong multi-tasking and organizational skills.
- Detail-Oriented.
- Excellent interpersonal and social skills.
- Proficiency or willingness to learn Google Suite.

Compensation / Benefits:

30-32 hours a week. Occasional weekends are required for events. Starting pay is \$25.00 an hour. This position is currently not eligible for medical benefits.