

Position: Community Programs Manager

Classification: Paid, Full-Time, non-exempt

Reports to: Director of Programs and Residencies

Hours:

- Average work week is 40 hours on site at Contemporary Craft
- Regular work schedule: Monday - Friday; one evening per week required (1PM - 9PM); additional evenings may be required with adjusted schedule and advanced notice.

Program Summary

The Community Programs Manager will manage all aspects of Contemporary Craft's group and community engagement programming. The position will work closely with the Program Team to build custom programming to meet the needs of a wide variety of groups spanning various ages and abilities.

Essential Functions and Responsibilities

- Plan all programming with individual groups to meet their individual needs
- Manage CC's grant funded community programming including but not limited to Partners in Craft, Community Day, School Group Visits, TACT (Teen Apprentice in Craft and Technology), and Zack Twenty Five
- Proactively recruit individual and corporate groups to Contemporary Craft for custom programming
- Coordinate programming with all Studio Coordinators/Managers
- Coordinate exhibition tours with Exhibition Team
- Prepare for instructor and student needs during workshops
- Manage Group Programs budget and individual grant budgets
- Ensure all workshop tools and materials are prepared for group and community programming
- Ensure instructors are paid in a timely fashion
- Assist with special events including planning, set-up, execution and breakdown

Requirements & Working Conditions

- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Tasks that include moving/lifting objects up to 50 pounds
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

Diversity Statement

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

Salary and Benefits

Salary range: \$40,000 - \$44,000 annually, depending on experience.

Other benefits include:

- Health Insurance Group Plan (following organizational policy)
- Workers' compensation
- Paid time off and paid sick days
- Discount in the Store
- Free off-site parking
- Access to Metals, Fibers, and Mixed Media Studios
- Three (3) free workshops in the Studios (materials fees may apply)
- Up to \$500 to be applied to outside professional development opportunities

Selection Process

Application deadline is November 29, 2024. Interviews will begin on a rolling basis effective immediately. Candidates will be contacted for interviews via email.

Qualifications

CC is looking for a self-motivated and hands-on individual, who must work well in a team environment and be dedicated to fostering community. Applicants must have strong written and verbal communication skills and be proficient with technology.

Application

Applicants should submit the following information to work@contemporarycraft.org

- Cover Letter
- Resume/Curriculum Vitae
- Three professional references with contact information