

## **Programs Manager (full-time; on-site)**

Anticipated start date between March 10 and March 30, 2025

### **Position Summary**

The First Coast Cultural Center is seeking a highly motivated and experienced **Programs Manager** to oversee and continually assess all arts programs for students at the center. They will be responsible for developing, implementing, and managing a variety of visual, performance and education programs that cater to the diverse needs and interests of our students. The Programs Manager is responsible for ensuring the consistent achievement of the Center's mission.

The Programs Manager reports to the Executive Director. The position is full-time exempt, benefit eligible, and works on-site during normal business hours when the center is open to the public. May be required to work some evenings and weekends to monitor or manage activities.

### **Essential Duties & Responsibilities**

- Develop and implement comprehensive arts programs that include visual arts, music (including music therapy), dance, theater, and other creative disciplines classes, camps, speaker series, and workshops.
- Develop and maintain positive relationships with students, parents, and community members to ensure a high level of engagement and participation in the arts programs.
- Manage all aspects of the programs, including space setup, scheduling, pricing, budgeting, staffing, registration, and evaluation.
- Generate revenue through development of programming, aiming to achieve or exceed budget projections.
- Develop, administer, and monitor department budgets, expenditures, and contracts. Follow protocols for purchases, such as securing approval and submitting Purchase Orders and receipts as required. Ensure payment processing security measures are in place and manage sensitive data.
- Ensure compliance with all relevant laws, regulations, and policies related to arts education.
- Keep a safe environment for vulnerable persons and remain in compliance with DCF Summer Camps and Kick StART policies and procedures.
- Recruit, hire, and onboard qualified instructors and staff to teach and support the arts programs. Oversee the hiring process, background screening completion, enrollment in vendor packages, and time reporting for biweekly payroll.
- Oversee staff assistants' coordination of Kick StART, Exhibits and general membership helping with overall planning and supporting implementation as needed.

- Collaborate with community partners, schools, and other organizations to expand the reach and impact of arts programs. Coordinate with partners to meet all requirements for holding programs off-site (forms, protocols, rosters, payments, etc.).
- Monitor and evaluate the effectiveness of the arts programs and make recommendations for improvements as needed.
- Accurately record, pull reports, and assess transactions, tuition, class information, statistics, and other data required by auditors, development, and Board of Directors in *Bloomerang*.
- Work alongside Executive Director and grant writer to secure grant awards in support of programs. This includes conceptualizing programs that fit with grant application parameters, providing the grant writer with program information required to write competitive applications, and once awarded ensuring grant compliance in expenditures and reporting.
- Act as primary point of contact for all program inquiries from the public and/or registered participants and take lead on troubleshooting program incidents as needed. Answer public, website, social media, and phone inquiries within 24 business hours.
- Write and/or edit class descriptions and outlines for use on FCCC website and social media, *Bloomerang* and promotional communications, designing ads/brochures/flyers as needed with the help of the Content and Program Coordinator.
- Develop marketing strategies for programming and generate publicity.
- Prepare/inform the eNews.
- Oversee the recruiting of volunteers and volunteer onboarding process with the help of the E.D.
- Assist with general maintenance of the center, such as daily closing protocols and set up/break-down of programs. Keep the center and personal workspace presentable to the public.
- Move chairs, tables, and equipment for special events.
- Save pertinent files and folders on the Shared Drive regularly.
- Pursue relevant community networking and professional development/training opportunities as approved by the E.D.
- Perform other related duties as assigned. Respond to special requests from leadership or outside entities that support the mission of FCCC, including but not limited to new projects, partnerships, grants, campaigns, advertising opportunities, and community events.

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as*

*an exhaustive list of all responsibilities, duties and or skills required of all employees within this class period; this job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary.*

## **Qualifications**

- Bachelor's degree in arts, arts education, arts management, or a related field.
- Minimum of 3 years of experience in program management, preferably in an arts education setting.
- Strong leadership and management skills, with the ability to motivate and inspire staff and students.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with a diverse range of stakeholders - artists, volunteers, management, staff, donors, trustees, and other stakeholders.
- Knowledge of current trends and best practices in arts education and program management.
- Ability to work independently and as part of a team, with a strong commitment to collaboration and teamwork.
- Ability to work successfully on multiple projects and remain focused in a busy environment, with a strong focus on prioritizing work based on importance, time sensitivity, and overall impact.
- Excellent writing, speaking, editing, and proofreading skills with great attention to detail.
- Nonprofit or fundraising-oriented background preferred. Previous experience working with grants from concept to implementation is ideal.
- Knowledge in Microsoft 365, Outlook, Excel, PowerPoint, Constant Contact, *Bloomerang* (or the willingness to become an expert user).
- Must pass Level II background check with fingerprints.

Compensation: \$43,000 annual salary, PTO and Health Insurance

## **How to Apply**

If you are passionate about arts education and have the skills and experience to lead a dynamic and innovative arts program, we encourage you to apply for this exciting opportunity.

First Coast Cultural Center values a diverse workplace and strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

First Coast Cultural Center is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

Please submit your resume and cover letter to Silvia Romero, Executive Director, with the subject line FCCC Programs Manager.

**Organization**

First Coast Cultural Center

<https://firstcoastculturalcenter.org/>