PROGRAM MANAGER

Position Overview
Featherstone Center for the Arts is a vibrant, year-round community art center with a six acre campus on Martha's Vineyard. We seek a creative, enthusiastic Program Manager to spearhead Featherstone's high quality, community-responsive art and literary programs for all ages, as well as our popular summer camp for children and teens.

This position reports to Featherstone's Managing Director and supervises instructors, including seasonal contract positions who teach summer programs. This is an onsite position, with the expectation of being present for events, programs, and team meetings.

Given the size of our small team, all roles are cross-trained in and provide coverage for each other when needed. This role may provide backup for other staff just as other staff will cover for this position when needed.

Key Responsibilities

Programs & Events

- Manage all year-round adult and children's art and literary art classes and workshops
    - Work with Managing Director and instructors to set annual calendar and confirm curriculum, as well as evaluating current classes and managing the implementation of new offerings
    - Set up and manage registration for all classes, maintaining any relevant enrollment paperwork; ensure website is updated
    - Work with instructors to ensure accessible, vibrant spaces that are stocked and student-ready
- Manage scholarships/tuition assistance applications and distribution of funds
- Manage logistics for non-fundraising programming events, including Musical Mondays and Fridays (summer), Photographers Salon (Tuesdays during the summer), as well as occasional art and literary events throughout the year
    - Maintain event calendar and content
    - Manage registration and online ticketing
    - Lead event logistics, working with Operations Coordinator and volunteers as needed for prep and day-of support

- Support planning and staffing for occasional all-hands-on-deck events, such as fundraising events
- Initiating and coordinating collaborative partnerships with other island organizations as part of Featherstone's strategic goals
- Lead communications outreach to promote programs, including generating monthly newsletter content and maintaining Featherstone's social media posts related to programs (Instagram, Facebook, Vimeo)

Summer Camp

- Oversee Featherstone's summer arts camp for children and teens
- Lead planning process, working with Managing Director and instructors to set dates, curriculum, and registration calendar (camp dates are posted in January and registration goes live in February for June-August classes)
- Work with Operations Coordinator to maintain updated camp information, policies, and paperwork (e.g., waivers), as well as manage registration and collect necessary paperwork
- Provide onsite presence for camp days, engaging support as needed

Required Skills and Competencies:

- Commitment to Featherstone's mission to engage, enrich and connect our community through the power of art and creativity
- 3-5 years of relevant professional experience in coordinating adult and/or children's programs or events management
    - Experience with arts programming strongly preferred
- Demonstrated ability to prioritize multiple events, activities, and actions with competing deadlines and levels of urgency; reliable and consistent in follow-through
- Self-aware, self-reflective, and demonstrates warmth and good humor; shows up with empathy, curiosity, and enthusiasm in collegial relationships and work with instructors, students, and families.
- Creative problem-solver, proactively recognizes needs and opportunities and takes the initiative to work toward solutions with an eye for ways Featherstone can live out our mission
- Able to work a flexible, non-traditional schedule, including evenings and weekends around events
- Physical ability to transport supplies, set up and breakdown events (some lifting required)
- Technical fluency and comfort with learning new systems (e.g., Google Suite, Neon CRM)

Compensation and Benefits
This is an exempt, full-time, 32-40 hour per week position, with an annual salary range of $75,000-$85,000 (prorated if working a reduced workweek) based on experience. Please note, this role is a 40 hour per week role during the summer, Featherstone's peak programming period.

Featherstone believes in paying all staff above a living wage as one way we live out our values of accessibility, inclusion, and community enrichment. Featherstone also offers health insurance, retirement with an employer match, and generous paid time off. Staff who work at least 30 hours per week are eligible for one free class at a time as space permits, a discount for classes for immediate family members, and free admission to summer camp for eligible children.

Application and Interview Process

- **How to apply:** Submit your resume and responses to our application questions. Please submit your application to featherstone@featherstoneart.org with "Program Manager" in the subject line.
- **Deadline:** Applications will be reviewed on a rolling basis, with a priority review deadline of Monday, February 3rd.
- **Interview process:** Qualified applicants will participate in 2-3 interviews, including a brief hiring exercise, and reference checks. The initial interview will be via Zoom, and the finalist interview will be onsite.

If you require accommodations at any time during the interview process, please contact us with your request. Local residents are strongly encouraged to apply. If your experience doesn't exactly match the qualifications listed but you believe you would shine in this role, we want to hear from you! Please apply and tell us why you're the right person for the job.

Featherstone Center for the Arts is committed to the principle of equal opportunity in education and employment. Featherstone Center for the Arts 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 educational and event policies, employment policies, scholarship opportunities, or any other administered programs and activities.