

## **Program Manager**

The Juneau Arts and Humanities Council is seeking a Program Manager. This halftime position works closely with the Executive Director to plan and implement Juneau Arts & Humanities Council programs in accord with the mission and goals established by the Board of Trustees, and will work with the Presenting Committee of the Board.

General areas of focus are:

### **Arts and Cultural Presenting**

- Assist the executive director in the logistical arrangements and production of all JAHC events. These include the
  - Performing Arts and Culture Concert Series,
  - Gallery Exhibits,
  - Free events (Friday Block Parties, Food Festival, and Music on the Fly),
  - Fundraising events including Clink!, Wearable Arts, Stuffed,
  - Scholarship and Grants auditions and reviews,
  - Elementary Student Art Exhibit - Celebrating the Arts.

Duties include setting up schedules, booking hotels, catering, organizing volunteers, establishing systems for registrations, developing marketing strategies, and implementing promotions, participating in production of the events, and managing the many minute details connected to each event.

This person will

- Arrange free concert performers, volunteers, and production needs.
- Organize Scholarship program: prepare, distribute, and collect applications, work with the ED to arrange the auditions, and prepare files to track awards and evaluations.
- Work with the Gallery Manager on the logistics and production of Frist Friday events
- Assist with Wearable Arts logistics including applications: prepare, distribute, and collect applications, scheduling rehearsals and communicating with the artists. Maintain the files for WA.
- Serve as House Manager for all concerts, helping to recruit volunteers, working with the artists to produce a smooth and successful show.
- Assist the executive director in collecting attendance records, evaluations by audiences and participants, and other information necessary to document and evaluate each year's programs.
- Work closely with the Communications Officer, Operations Manager, and ED to develop an effective marketing and information plan for the year.

### **Successful applicant will have:**

- Excellent organizational skills, strong written and verbal communication skills, strong analytical skills, tact and the ability to work independently and to take initiative to accomplish goals with a minimum of supervision.
- Event planning and organization experience.
- Must be able to do use Microsoft Office Word and Excel, Acrobat, be comfortable working on-line and able to do some web work.
- An interest and some background in the arts and humanities.
- Experience with bookkeeping and record-keeping.
- Knowledge of database management is preferred.

**About the job:**

- This is a permanent, half-time, hourly position, beginning at \$25/hour.
- Employment is at-will, and is subject to a two-month probationary period.
- Leave time of .75 days/month accrues after the first two months.
- The Council observes seven holidays + two personal days for permanent employment, paid at the regular ½ daily rate, at the completion of probationary period.
- Aspects of the job may be done at home.
- Because of the nature of the work, hours are very flexible, and may be tailored to meet personal needs as much as possible. Some weekends and evenings will be required.