

Arts Programs Manager Job Post

The Maria L. Baldwin Community Center (MLBCC) is hiring an Arts Programs Manager to work with organizational leadership to develop community offerings that uphold MLBCC's mission. The Arts Programs Manager will oversee MLBCC's adult arts programs and act as the logistical point person for the Chandler Gallery.

Reporting to the Co-Executive Directors, the Arts Programs Manager will work an estimated part-time 20 hours/week schedule at \$28/hour, with some expected evening and weekend hours as needed.

Main Responsibilities

- Plan and run four sessions of adult art classes each year
- Create and adhere to annual program budgets
 - Supervise faculty and studio technicians
 - Work with program staff to maintain an inventory of supplies that meets program needs within budget
- Promote a shared understanding of community space expectations
 - Develop and maintain schedules related to studio space use, classes and workshops, related community events, etc.
- Maintain positive relationships and support a productive flow of communication between:
 - adult program instructors and participants
 - support staff and volunteers
 - MLBCC administrative staff and external program partners
 - contractors, vendors, and other stakeholders
- Create and maintain sustainable system to manage inquiries related to the Chandler Gallery

Values and Qualifications

The ideal candidate:

- Has at least two years' experience in community-based art administration
- Understands and appreciates a wide range of arts programming for adults
- Can work independently yet prioritizes teamwork and collaboration
- Has a proven track record of maintaining positive relationships with diverse stakeholders in a public setting
- Shows strong ability to organize resources, multitask effectively, and establish priorities that align with an organization's mission and goals
- Proficiency with computers and technology such as Google Drive/Workspace, Slack

How to Apply

Interested candidates should send a cover letter and resume to resumes@mlbcc.org, subject line: Arts Programs Manager.