



Job Description – Program Manager

Mission:

To bring joy to older adults and people in isolating circumstances and enhance their wellness through the healing power of the arts.

About ArtsConnect Virginia:

ArtsConnect Virginia leverages the healing power of arts to bring joy, enhance well-being, and facilitate lifelong learning for older and isolated adults. Since its founding in 2004, ArtsConnect has produced over 7,000 hours of arts outreach programs with over 275 partner agencies primarily in Hampton Roads, Virginia and recently Richmond, Virginia. These programs served over 175,000 participants. ArtsConnect retains an artist roster of over 90 individuals/groups at any given time representing the music, visual arts, performing arts, and literary arts disciplines.

Programs are delivered in one-hour blocks in either serial or standalone format. The programmatic experience is facilitated by Artists, delivered via contract with Program Partners, and case managed by the ArtsConnect Programs team.

Artists and Partners are case managed by the Programs team (currently a Program Director and a Program Manager). Program staff match Artists and programmatic material with the appropriate Partner based on their needs (including accommodations), care plans, and goals for their participants. This intentionality in program design creates a meaningful experience for partner staff, participants, artists, and other stakeholders (e.g. caregivers).

Supervisor: Program Director

Hours: Full Time - Exempt

Overview and Responsibilities:

The Program Manager assists the Program Director with the execution of around 1,500 arts outreach program hours per year throughout Hampton Roads and Richmond.

- **Main responsibilities include:**

- **Program Administration:** Schedules all outreach programs, including coordinating partner/artist availability, appropriately matching artistic discipline with partner/program content needs, supply sourcing, updating calendars/schedules in database/Outlook/website, and flyer creation. Visits programs on at least a weekly basis. Also assists with artist/program partner recruitment in cooperation with the Program Director
- **Database Administration:** Adds and updates partner, artist, and program information in Bloomerang to facilitate organizational efficiency.
- **Volunteer Administration:** Recruits and supervises all volunteer activities (programmatic and development), including participation in the region's volunteer management organizations (e.g. SVAVA).
- **Direct Report:** This position supervises the *Returnship* program - a temporary employment program for older adults.

- **Secondary responsibilities include:**

- **Financial:** Assists with mail retrieval, gift entry, bank deposits, and acknowledgement letters as needed.
- **Marketing:** Provides program specific photos and content to Marketing for social media and e-blast purposes.
- **Development:** Coordinates artist/participant thank you videos for donors at the request of Development. Assists with special event logistics.

Working Conditions (Hybrid):

The Program Manager will spend the first week of employment in-office Monday-Friday for training. After the first week, the Program Manager will spend at least three days per week in-office. One of those days must be Monday (the "all in" day). After 60 days, the Program Manager and Program Director will collaboratively determine a hybrid schedule commensurate with the Program Manager's training progress and mastery of job responsibilities. In any case, the Program Manager is always expected in-office on Mondays (the "all in" day) unless they take PTO. The Program Manager is outfitted with a company laptop and may do their work outside of the required in-office time in the setting of their choosing provided it is a safe and confidential environment (including secure internet access). Travel to programs and other trips (e.g. supply purchasing) is required on about a weekly basis. Mileage is reimbursed by the Company at the current federal reimbursement rate and is applicable to trips not considered commuting to/from main office or home office.

Professional Development:

ArtsConnect Virginia highly values investing in its employees at its own expense. The Program Manager is expected to seek out at least two (2) professional development opportunities per year and bring these to the Executive Director for approval. Approved opportunities will be paid for at ArtsConnect’s expense and will be done on company time.

Skills and Qualifications:

- **Proficiency in programming/social work science:** Demonstrated with an earned degree in social work, human services, creative arts therapy, or related field or equivalent combination of education/work experience
- **Excellent and precise written and verbal communication skills**
- **Professional demeanor**
- **Organized and detail-oriented**
- Ability to build community contacts on behalf of the organization
- **Appreciation for the arts and its healing power**

Compensation and Benefits:

- **\$45,000/year salary (full-time, exempt)**
- **25 Days of Paid Time Off**
- Employee Assistance Program (EAP)
- SimpleIRA Retirement Plan
- Paid Family/Medical Leave (after 6-months of contiguous employment)
- Company-sponsored professional development

Please remit resume and optional cover letter to:

admin@artsconnectva.org

Subject Line: “Program Manager Application – INSERT YOUR LAST NAME”