



**ART
CENTER
EAST**

Art Center East
1006 Penn Ave.
La Grande, OR 97850

ART CENTER EAST - Job Description

Job Title: Programs Director

Job Summary

The Programs Director is responsible for developing and managing high-quality programming that supports Art Center East's (ACE) mission and strategic goals. The primary role of this position is to recruit, build, market, and manage ACE's quarterly class schedule, including developing new classes, supporting instructors and program delivery, and assessing the success of ACE programming. Additional duties include basic accounting, interaction with the public, volunteer and docent supervision, and facility management. The Programs Director position is 30 hours per week, with some hours taking place on evenings and weekends.

Qualifications & Skills

Education

- Education and/or experience sufficient for success in this position.

Customer Service & Communication

- 2+ years experience working in a busy office environment
- Attention to detail, high standards, and proven ability to manage multiple tasks with shifting priorities
- Professional appearance and courteous manner
- Clear, polite phone voice
- Exceptional interpersonal and written and verbal communication skills
- Self-starter and highly motivated
- Sufficient writing skills to include business correspondence and communications with the general public (i.e. newsletters, website, social media posts, press releases)

General

- Ability to thrive in a team environment
- Proficiency with computers and office technology and equipment, including, printers, copiers, scanners, Square point of sale, social media
- Comfortable using technology and social media.
- Ability to work weekends and occasional evenings
- Creativity and strong problem-solving skills
- Strong task and time management skills
- Basic math skills and understanding of basic financial concepts
- Experience supervising others

Preferred, not required

- Spanish speaking
- Experience working at a nonprofit organization
- Familiarity with Zoom, WordPress, productivity software, and Google drive/docs
- Familiarity with regional arts communities and a passion for the ARTS!
- Facilitation, teaching, curriculum building
- Accounting, budgeting, and/or financial assessment
- Collaborating to form partnerships with other organizations
- Management and promotion of arts-related, education, or community projects and programs

Specific duties include:

Program Management: onsite & online classes

- Collaborate with ACE staff and Board members to develop and implement all programs aligned with ACE mission and strategic direction.
- Recruit, manage and support Teaching Artists and program volunteers.
- Lead the coordination and construction of the quarterly class schedule.
- Manage class registration and artist payment.
- Distribute, collect, and process class evaluations and other programming data
- Assist with events.
- Coordinate with staff to maintain facility open hours (in-person hours expected, some work-from-home permitted).
- Coordinate with staff and board to share responsibility for responding to artist lock-out.
- In coordination with the website manager, maintain WordPress platform for class sales and registrations to the public.
- Assist ACE staff to develop funding, including the Youth Scholarship Program.
- Work with community partners to develop new class opportunities to reach diverse audiences to inspire all communities to engage in classes at the art center.
- Handle other administrative duties and special projects.

Communications

- Collaborate with staff to market programs via traditional and social media.
- Collaborate professionally with ACE staff and Board of Directors.
- Provide effective customer service in person and in writing.
- Maintain records, including filing, data entry, and reporting.
- Assist with post-pandemic special events (fundraisers, informational booths, etc.) that publicize the organization to the community.
- Supervise volunteers and interns related to program offerings if applicable.

Salary & Benefits

Hours: 30 hours/week

Compensation: \$16-18/hour, depending on experience and qualifications

Reports to: Executive Director

- Staff Discount on Gift Gallery items
- Unpaid holidays off

Application Instructions

Application Deadline: Until filled

To apply, please send the following items:

- A cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position
- Resume
- A sample of your writing (public communications you have written professionally such as marketing, an announcement, or a recruitment letter)
- Recommended: three professional references

Incomplete applications will not be considered.

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue. If submitting electronically, applications must be saved as a single PDF document with [Your Full Name] Programs Director in the document title. Please email your application to darcy@artcentereast.org. No phone calls or inquiries, please.

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