



THE ARTS COUNCIL PROGRAMS MANAGER JOB DESCRIPTION

The Arts Council, a 501 (c) (3) nonprofit organization with a 45+ year history of making the arts accessible to visitors and residents of the Brazos Valley, seeks a dynamic and outgoing professional to assist with program development and management. Supporting 60 affiliate arts, culture, and heritage organizations, 300,000+ residents in 7 counties, Texas A&M University, Blinn College and over 3.5 million Brazos Valley regional visitors annually, The Arts Council is poised for exciting growth in our new arts facility that serves as the hub of the arts in the region.

Position Title: Programs Manager

Reports to: Executive Director

Hours: Monday-Friday, some nights and weekends

Position Summary:

We are looking for an energetic extrovert who will facilitate, manage, and administrate the public programs of the Arts Council and develop relationships and connections with individuals and organizations across a wide variety of artistic disciplines.

Qualifications:

- Bachelor's Degree in Arts Administration, Nonprofit Management, Communications, Museum Studies, Recreation/Tourism, or similar
- 2+ years of experience in program operations, special event coordination, or similar
- Strong project management skills, including resource development
- Experience recruiting, coordinating, and building partnerships
- Ability to multi-task, plan effectively, and solve problems creatively
- Strong written and verbal communication skills
- Able to work independently and closely with a small team
- Familiar with the following software/tools: Microsoft Office, Google Drive. Social media and database experience a plus.
- Must have or be able to obtain a valid driver's license and reliable transportation and pass background check
- Able to lift up to 30 lbs. and complete tasks that require some climbing

Summary of Responsibilities:

- Develop comprehensive plans that define and execute existing Arts Council programs
- Solicit, train, motivate, manage, evaluate, and further develop volunteers and artists to successfully support programs
- Work with staff to develop and implement public relations and communication strategies to support program goals and increase community awareness
- Develop partnerships with affiliate members and community groups to strengthen and expand the coalition of program supporters and participants
- Manage programs budgets and ensure compliance with all grant-funded programs
- Partner with other nonprofits, supervise program interns, and work closely with internal and external stakeholders

- Evaluate the impact of programs in achieving their stated objectives, guiding all programs in line with The Arts Council's missions
- Works with Deputy Director on program direction – Gallery, Public Art, Camps/Classes, Art for Life, Artist Connect, and Residencies
- Develop plans for program improvement or development and make recommendations and reports to executive staff and board as requested
- Managing the facilities calendar for use as an events center and coordination scheduling for events
- Work with other members of The Arts Council staff on public relations and events as needed or requested
- Perform other duties as assigned

Compensation and Benefits:

\$35,000 - 40,000 annually, based upon experience and skills. Retirement and generous vacation, holiday and sick leave package offered at the end of the probationary period.

Applications and Inquiries:

Please submit a cover letter, references, and resume outlining relevant accomplishments and qualifications to executivedirector@acbv.org with "Program Manager" in the subject line. No calls or visits, please.

The Arts Council of Brazos Valley is committed to equality of opportunity for job applicants and employees. This organization does not discriminate against job applicants or employees because of race, color, age, religion, national origin, political or union affiliation, marital status, veteran status or gender and sexual orientation.