



Clay Art Center

Position: Program Manager - Community Arts and Offsite, full-time

Location: Clay Art Center, 40 Beech Street, Port Chester, NY

The Program Manager for Community Arts and Offsite Programs oversees our programs with area schools, community centers, and local organizations to administer programs for youth, teens and older adults, and for people with special needs. The Program Manager is responsible for each program's content, budget, and growth.

Community Arts and Offsite Programs:

- Oversee grant funded programs both on and offsite
- Plan and implement year-round programming for offsite school, adult, and senior classes
- Work with Development Director to provide information for grant proposals and grant reporting
- Work with Marketing Director to promote community arts programs to potential funders
- Collect and analyze program metrics for budgeting, grants and program evaluation
- Manage scholarship program for summer camp and youth classes.
- Coordinate mosaic projects with staff, contractors, and community partners
- Oversee community arts teachers for training, syllabus development, evaluation and communication

General Admin:

- Along with Program Manager for Adult and Youth Programs supervise part-time Program Assistant
- Supervise and mentor Community Arts Fellow
- Work with program assistant to process teacher and teaching assistants payments, invoices, teacher agreements and contracts with partners
- General customer care, including returning phone calls and emails and developing relationships with students, teachers, and families.
- Ensure classrooms and offsite programs are ready to fulfill needs of program, working with Studio Manager, Studio Technician and Community Arts Fellow on supplies and organization
- Be accountable and report to the Executive Director

QUALIFICATIONS:

- Interest in community engagement, arts education, or arts administration
- Experience with youth/school programs preferred
- Knowledge of ceramics preferred
- Bilingual/Spanish speaking, reading, and writing
- Familiarity with websites, Microsoft Office and Google Suite
- Strong communication, teamwork and customer service skills
- Excellent attention to detail and organizational skills
- Ability to manage several projects at once and meet deadlines
- Creative thinker and proactive problem solver

Clay Art Center * 40 Beech St. * Port Chester, NY 10573

914-937-2047 www.clayartcenter.org

This position requires someone who can work onsite at Clay Art Center. Some occasional work may be required on evenings and weekends for classes, workshops, and other events.

Salary: \$50,000 - \$54,000. Clay Art Center offers paid vacation and sick time, health, vision and dental insurance, matching 401k plan, and the opportunity to take free ceramics classes

To Apply: Submit cover letter and resume to: Emily Peck, Executive Director:
emily@clayartcenter.org (no phone calls)

Clay Art Center encourages applications from diverse candidates. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status. Clay Art Center is an Equal Opportunity Employer.

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Clay Art Center is a nationally recognized 501c3 not-for-profit ceramic art organization offering exhibitions, clay classes for adults and children, studio spaces for clay artists and outreach programs in the community.

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