



CORNERSTONE
CENTER FOR THE ARTS
where art and community come together

Position Description

Position Title:	Manager of Programs
Reports To:	President/CEO
Classification:	Full Time/Salary, Exempt
Length of Appointment:	Year-round, Ongoing
Compensation:	Salary, based on experience

Purpose:

Cornerstone Center for the Arts is a 501c3 education nonprofit specializing in arts education and special events in a historic facility. This position is an integral part of the Cornerstone team, promoting events, overseeing education programs, and engaging our community in innovative meaningful ways. The Manager of Programs must have strong project and people management skills and be a positive representative to other Cornerstone staff and the community.

Key Responsibilities:

- Community Engagement & Sales
 - Responsible for partnerships and the execution of outreach events
 - Develop marketing initiatives for event rentals and education programs
 - Build and maintain relationships and current information on vendors
 - Maintain a positive working relationship with the community
 - Collaborate to enhance existing partnerships and retain recurring/existing events
 - Investigate and initiate appropriate actions for any incidents or grievances from patrons
- Events & Education Program Oversight
 - Oversee operations, policies and procedures, including staff management
 - Ensure consistent and exceptional customer service and event management
 - Works closely with head of facilities and event coordinator to ensure there is event support for each event, being available to be the point person for some events as well
 - Maintains, continuously assesses, and improves program performance
 - Prepare accurate and thorough monthly reports that reflect activities and progress toward goals, includes establishing data and financial tracking systems
 - Serve as backup and additional support for full cycle coordination of
 - Event rentals (e.g., Rental tours, floor plans, event setups, kitchen, health and safety codes, working events)
 - Education (e.g., class schedule in the appropriate spaces)
- General
 - Maintain a positive working relationship with supervisors and staff
 - Assists in developing the department goals and budget and monitors spending
 - Participate in developing and implementing organizational goals, policies, and procedures; interdepartmental activities, events, and communications
- All other duties as assigned

Qualifications:

To perform this job successfully, an individual must have experience in planning and implementing successful projects and experience working with boards, committees, and volunteers.

Candidates must have the ability to maintain a professional demeanor, be confident in meeting new people on a regular basis and communicate effectively with diverse audiences. The position requires the ability to develop and strengthen professional relationships, and to connect others with the organization.

Applicants must be able to accommodate flexible hours and workloads, as events and scheduling vary including evenings and weekends.

Required Experience:

- Bachelor's degree or equivalent experience preferred
- Have one to three years of relevant supervision and organization experience in:
 - Customer Service and Sales
 - Event Management
 - Project Management

Knowledge/Skills:

- Exceptional written and verbal communication skills
- Superior problem solving, time management, and project management skills
- Must be technically inclined and proficient with computers, and general office equipment
- Ability to prioritize and manage multiple projects
- Ability to take direction and work in a collaborative environment
- People-management skills and knowledge of group dynamics
- ServSafe Certification (or must be acquired within 6 mo of hire date, provided by Cornerstone)

Characteristics:

- Reliable and self-motivated
- Thrive in a fast-paced environment
- Strong, ethical leadership qualities
- Strategic thinker

Must submit to a background check.