



**Warwick Center
for the Arts**
years celebrating community arts

We're hiring!

Open position: PROGRAMS MANAGER

About Warwick Center for the Arts (WCFA)

WCFA is a Rhode Island based, non-profit arts organization that has served the community of Warwick and the state of Rhode Island for over 50 years. Our mission is to connect all ages and abilities to a variety of arts activities including exhibits, educational programs, and cultural experiences.

Position Overview: The WCFA is seeking a detail-oriented individual to join our team as a part time **PROGRAMS MANAGER** to organize and plan year-round artistic and cultural arts education programs and exhibits for all ages and abilities while ensuring that program revenue and expenses are inline with WCFA budget, mission and goals. Reports to the executive director

MANAGEMENT of EDUCATIONAL PROGRAMS

- Recruit and onboard the appropriate teaching artists to instruct each program
- Provide an orientation on the use of space, materials and all WCFA Program Policies
- Coordinate the logistics of staffing educational programs, exhibit receptions and other community events
- Classroom Maintenance - oversee organization, cleanliness, art supply inventory, storage & purchasing
- Supervision of the Summer Camp Coordinator

MANAGEMENT of EXHIBITS

- Work in tandem with the Executive Director and the Exhibits Committee volunteers, to develop the annual exhibit schedule, themes, jurors and exhibiting groups.
- Write and publish a 'call for entry' for each exhibit
- Coordinate logistics of exhibit installations and maintain communication with exhibiting artists
- Process Exhibit Entries from artists (Google Forms)
- Track and monitor exhibit revenue and expenses (entry fees, cash prizes, juror stipends, etc.) to ensure alignment with budget goals and expectations
- Supervise the preparation for exhibition openings (invitations, artist name tags, event promotion, set up of gallery space, refreshments, award ribbons & certificates, juror and artist award checks)
- Track exhibit data for analysis and reporting
- Recruit, supervise, and mentor exhibit interns seasonally when appropriate



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General Administrative Duties:

- Maintain the Google “Shared Calendar” with all planned programs & exhibits
- Routinely monitor program & exhibit registrations, payments, discounts, attendance, and follow up surveys/program feedback.
- Maintain consistent communication with instructors and students with class updates
- Manage Tuition discounts and track budget on spreadsheet
- Ensure prompt payment processing for instructors
- Track program performance, revenue and expenses within budget guidelines
- Prepare a monthly program report that highlights activities, financial participants social standing, and identifies benchmarks for success

Qualifications:

- Strong working knowledge of Google Workspace Applications (Google Docs, Calendar, Gmail, Sheets, etc.) and keeping track of communications and details
- The ability to work independently and as part of a team, manage multiple projects
- Driven by a passion for the arts and WCFA’s mission and strategic plan.
- Bachelor’s Degree preferred

More about the position: This is a year-round, part-time position that averages approximately 10-12 hours a week. Scheduling is flexible, but at least 50% of time needs to be during WCFA office hours (Wed-Fri, 11:00 - 5:00 and Sat, 11-3). Compensation is \$21 per hour with opportunities for wage increases.. Training and professional development on WCFA’s specific use of software applications will be provided.

A letter of interest, resume and references can be sent to jobs@warwickcfa.org.

To learn more about WCFA, please visit our website: www.warwickcfa.org

Warwick Center for the Arts | 3259 Post Road Warwick RI 02818 | 401-737-0010 | EIN# 05-0367508

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