

Job Description

JOB TITLE: Program Manager – Writing
JOB STATUS: Part-time Non-exempt Position
REPORTS TO: Executive Director
PAY RANGE: \$25 to \$30 per hour DOE

Overview

The Centrum Program Manager for Writing creates and facilitates year-round, vibrant, integrated and inter-generational programming in creative writing, in accordance with the strategic goals of Centrum and in collaboration with a contracted Artistic Director. This position averages approximately 20 hours per week year-round, with longer hours required during events and programs.

Essential Functions

Writing Workshops and Intensives

- Work collaboratively with Artistic Curator in program area of the Port Townsend Writers Conference to design and implement programming.
- Oversee and maintain budget for Centrum's writing programs and ensure that events and experiences meet or exceed registration and budget goals.
- Support fellow colleagues and creative writing elements in other Centrum programs, such as programs exclusively for youth.
- Deliver materials on time for calendar, registration, and external marketing requirements to promote the program areas.
- Generate contracts for Artistic Curator, teaching faculty and other contracted services in the program area.
- Follow Centrum onboarding processes for faculty, contractors, and volunteers.
- Ensure the safety of youth program participants.
- Develop and maintain industry relations and participate in affiliations, community cultivation around program area, and identify potential funding sources for program area.
- Guide the allocation of scholarship allocations for participants in need.
- Work with other program managers to identify cross programming opportunities.
- Identify potential funding sources for program area.
- Conduct faculty and participant orientations in the program area.
- Oversee work trade and other contracted program-assistance staff.
- Circulate at events; assist with set-up as needed and may include lifting and moving equipment and furniture.
- Maintain contact and familiarity with national and international growth trends in the program area of writing and publishing.
- Management of all necessary tasks, communication and details to execute a successful, smoothly run program.

Other Duties

- Guide implementation of Centrum policies and procedures in program areas.

- Maintain a high-visibility presence during writing program events.
- Other duties as assigned and developed in collaboration with the Executive Director.

Qualifications

- Bachelor's degree and minimum of three years of experience in writing, communication, marketing or program implementation.
- A deep-rooted love of literature and devotion to the support of development of authors of all ages.
- Experience in management of arts programs, preferably with an interdisciplinary focus.
- A passion for the arts across disciplines and a strong commitment to supporting emerging individuals.
- Excellent social skills and an ability to work proactively with artists and liaise with donors, sponsors, and other professional colleagues.
- Proven ability to work collaboratively with others.
- Must be willing and able to work weekends and evenings when needed.
- Some travel required.
- Successful completion of a background check.

Core Competencies

- Excellent verbal and written communication skills.
- Fluency with MS Office, Internet, social media and new technologies.
- High level of interpersonal skills to handle sensitive and confidential situations. This position requires poise, tact and diplomacy.
- Passion for, and familiarity with, national leading writing programs.
- Superior customer service skills.
- Excellence in attention to detail, establishing priorities, managing multiple tasks and meeting deadlines.
- Strong planning, organizational and analytical skills.
- Self-starter.

Centrum Benefits

Centrum offers Part-time employees who work an average of 20-29 hours per week holiday, sick, and vacation benefits that are prorated based on their regularly scheduled workweek. Part-time employees are not eligible for enrollment in Centrum health insurance but are eligible to participate in the Centrum Retirement plan based on plan eligibility requirements. Part-time employees are also eligible for the Employee Assistance Program and participation in Centrum workshops with waived tuition, depending on the available space in the workshop.

Program Manager - Writers
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking			X		
Standing			X		
Running			X		
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X

	NA	NE	O	F	C
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date