

Waterloo Arts seeks a Program Manager for immediate hire. The Program Manager will work closely with Executive Director Amy Callahan to develop programs in education and community engagement. The Program Manager will be responsible for shaping the strategy and structure of each program as well as managing budget, stakeholder communications, promotion strategy, and documentation. The Program Manager will also support the Executive Director in preparing grant reports and application materials.

This position will be paid at a rate of \$20/hr and encompasses 20 hours/week.

Candidates who apply preferably should:

- Have 2+ years experience working in programming at arts or community-based nonprofits
- Have studio art experience, openly defined
- Be proficient in Adobe and Google Suite
- Be a proactive communicator
- Be able to work independently, with regular check-ins with the Executive Director

The Program Manager's responsibilities in 2021 will include:

- Full management of The Green Palette: a community art project involving the planter beds along Waterloo Rd. that focuses on green space, sustainable public land use, and creative gardening and urban farming
- Artistic Direction & Community Engagement for the annual Waterloo Arts Festival
- Develop an arts education program for youth that builds on the after school program that we ran in Fall 2020
- Assist with one-off campaigns and organization initiatives as needed
- Craft marketing content, including images and captions for social media, as well as press releases for all programs
- Manage documentation of programs for use in grant reports, applications, etc.
- Liaise with program stakeholders participants over email, phone, and meetings in-person (dependent on the pandemic)
- Research and develop applications for funding opportunities
- Seek input from the community to inform the direction and structure of Waterloo Arts programs
- Attend weekly staff meeting and monthly Waterloo Merchant meetings

To apply, sending the following materials to info@waterlooarts.org by **January 22** at 5PM EST.

- 1-2 page cover letter
- Resume
- Writing sample: up to 5 pages double-spaced (DOC or PDF, can be excerpt) of program outline or proposal, reflection/recap of programming experience, grant report or application, academic paper, article, artist statement, or equivalent form
- Optional: examples of artistic work - up to 5 JPGS (5MB or less per file) and/or link to portfolio.

Waterloo Arts is a community arts nonprofit based in the North Collinwood neighborhood of Cleveland, whose mission is to enrich the neighborhood culturally and economically by creating a stimulating arts environment through quality exhibits, performances, special events, and educational programming for people of all ages.