Community Programs Manager
Reports to the Special Programs Manager

Position Summary
The Community Programs Manager will work collaboratively with key staff to develop and manage a learning facility in Murphy and a Mobile Outreach program to provide traditional Appalachian craft and culture education to local audiences. This position will be responsible for specific current and proposed educational offerings such as community workshops, a new artist residency program, and community partnerships that preserve, promote, and raise awareness of traditional Appalachian craft, music, and dance. They will ensure that these new programs meet objectives, help reach the goals of the Folk School’s strategic plan, and further our mission, vision, and values. This position reports to the Special Programs Manager and is a full time, non-exempt, benefits eligible position.

Community Engagement Facility
• Work with the Outreach Coordinator and the Special Programs Manager to complete a community educational needs assessment.
• Work with key Folk School staff to develop and implement a community engagement facility in Murphy, including program development and design, and development of the studio and craft retail spaces.
• Develop partnerships with local business and community leaders.
• Coordinate Folk School participation in events such as festivals, meetings, and the Murphy Art Walk.
• Oversee a small team of full-time and part-time staff to ensure smooth daily operations of the Murphy learning facility including both studio and retail spaces. Manage staff schedules to ensure week and weekend coverage as needed.
• Work with the Special Programs Manager to develop programming including a wide variety of community workshops based on the community needs assessment.
• Recruit, schedule, and contract instructors and manage instructor communication.
• Oversee studio operations in the Murphy facility. Coordinate with Programs staff, artists in residence, and instructors to order, inventory, and maintain tools, equipment, and materials. Manage vendor accounts and order supplies as needed.
• Work with the Special Programs Manager and key staff to help develop and manage a new artist residency program. Contribute to program development, artist recruitment, supporting residents during their time at the Folk School, and helping them identify and facilitate community engagement, teaching, and learning opportunities.
• Manage a retail space in Murphy featuring Appalachian makers and their work. Manage staff, vendor relations, accounting, merchandising, sales, and promotions.
• Ensure that the Murphy facility provides a welcoming environment for visitors to gain a deeper understanding of traditional Appalachian craft, music, and dance and of the Folk School educational model and our history.
• Provide occasional support for Murphy facility staff for scheduled and unscheduled PTO absences.
Mobile Outreach Program

- Work with the Outreach Coordinator to identify, develop, and strengthen community partnerships with organizations including schools, churches, civic, social, and non-profit groups.

- Develop and implement a Mobile Outreach program that meets the needs of community partners.

- Schedule traditional Appalachian craft, music, and dance educational programs at partner sites.

- Work with Programs staff to ensure smooth day-to-day operations of the Mobile Outreach program in various locations; managing workshops, demonstrations, and performances both locally and regionally.

- Manage communication with partner organizations, staff, and instructors regarding program development and logistics including scheduling, travel, meals, housing, etc.

- Coordinate availability of tools, equipment, and materials for outreach programs.

Administrative

- Ensure that the Murphy facility, the Mobile Outreach program and the residencies meet all objectives.

- Work with the Special Programs Manager and Programs staff to develop and manage an evaluation process for students, instructors, artists in residence, and partner organizations. Evaluate program outcomes and assess program changes based on constituent feedback.

- Manage contracts, payment and documentation for all instructors, performers, contractors, residents, volunteers, etc. affiliated with the Murphy facility and the Mobile Outreach program.

- Manage and monitor enrollment at the Murphy facility and for the Mobile Outreach program and keep other departments informed as needed.

- Collect all outreach-related data required for reporting purposes.

- Work with the Special Programs Manager to develop and implement safety procedures for the Murphy facility and Mobile Outreach programs and manage all safety and liability documentation.

- Provide administrative support to the Special Programs Manager as needed.

Qualifications

- A solid understanding of the Folk School educational model and its values; an approach to life-long learning that is community based, inclusive, non-competitive, and curiosity driven.

- A BA degree in Craft Studies, Decorative Arts, Art History, Material Culture, or BA/BFA in Art or a related field is recommended. At least 5 years of experience or an equivalent combination of education and experience is preferred.

- Knowledge and understanding of local and regional Appalachian history and culture is a strong asset.

- Familiarity with traditional and contemporary craft, music, and dance is highly preferred.

- Experience in a management position or demonstrated leadership experience, preferably with a community engagement component.

- Diplomacy skills and the ability to forge and sustain community relationships.
• Excellent communication skills and the ability to work collaboratively.
• Excellent organizational skills and attention to detail.
• A resourceful, creative problem-solver who can adapt to changing conditions, meet deadlines and make clear decisions.
• Experience as an educator is a plus, with a demonstrated ability to develop creative programming.
• Ability to work with Microsoft Office and other basic computer software.

Physical Demands
This position requires travel and the ability to drive a car. A current driver's license is required. The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this position frequently requires the use of hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 50 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Must be able to work weekends and holidays, as needed. This position requires fluency in English.

Applications
Please submit the following materials by e-mail to Kim Zimmerman at kim@folkschool.org, or by USPS to:

Kim Zimmerman
Program Operations Assistant
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

Review of applicants will begin immediately and continue until position is filled.