



Special Programs Manager

Reports to the Programs Director

Position Summary

The Special Programs Manager will work collaboratively to develop and implement new community engagement programs, including a learning facility in Murphy, the Mobile Outreach program, and community workshops. They will oversee a team that will develop programs and will facilitate the day-to-day operations of these community-focused initiatives and help build community partnerships. This position will also be responsible for recruiting and managing our existing Student Host and Student Work Study programs as well as proposed programs including an artist residency program. They will ensure that these initiatives and programs preserve, promote, and raise awareness of traditional Appalachian craft, music, and dance. They will be responsible for ensuring that these programs meet all objectives, help reach the goals of the Folk School's strategic plan, and further our mission, vision, and values. They will oversee a significant budget including managing expenses, approving expenditures, maintaining accurate accounting data, and collaborating with or providing reports to other departments. This position reports to the Programs Director and is a full-time, salaried exempt, benefits-eligible position.

Community Engagement Facility

- With support from the Outreach Coordinator, oversee the completion of a community educational needs assessment to identify outreach opportunities.
- Ensure that all project goals, objectives, and deadlines are met.
- Take responsibility for the management of a significant project budget. Work collaboratively with other departments to manage, document, and report all accounting related information.
- With support from the Outreach Coordinator, help identify and connect with local and regional organizations to build community partnerships for collaborative programming.
- Develop partnerships with local business and community leaders. Participate in local and regional events such as festivals, meetings, and the Murphy Art Walk.
- Work with the Executive Director, Buildings and Grounds Director, Programs Director, and other key staff to develop and launch a community engagement center in Murphy, including program development, and design and development of the studio and craft retail spaces.
- Oversee a team that will develop programming, schedule instructors, and facilitate community programs at the Murphy learning facility.
- Work with key staff to develop an artist residency program, including determining program goals and description, marketing plan, online application process, program requirements, and selection process.
- Recruit and manage artists in residence who will work and teach at the Murphy facility. Support program participants during their time at the Folk School, evaluate program outcomes, and adjust as needed based on participant feedback.
- With support from the Craft Shop Manager and in collaboration with the Community Programs Manager, identify and develop consignment agreements with traditional craft artists living in the Appalachian region to be represented in the craft retail space.
- Provide occasional support for Murphy facility staff for scheduled and unscheduled PTO absences.

Mobile Outreach Program

- Oversee the development and implementation of the Mobile Outreach program including forging partnerships with local organizations such as schools, community centers, cultural and arts organizations, etc.
- Work closely with the Community Programs Manager to develop programs and ensure smooth day-to-day operations in various locations.
- Ensure that the program will increase the Folk Schools' impact on our local community and increase awareness of the Folk School through presentations, workshops, music and dance performances, etc. throughout our region.

Community Workshops

- Work with Programs staff including Studio Coordinators, Resident Artists, and instructors to develop and implement community workshops in traditional craft, music, and dance both at the Murphy facility and on the Brasstown campus.
- Work closely with the Community Programs Manager to ensure that community workshops meet program objectives and are aligned with our strategic plan.
- Work with Programs staff to coordinate workshop studio and equipment needs.

Host and Work Study Programs

- Manage the Student Host and Student Work Study programs. Manage the online application and review process and recruiting, oversee the selection committee process, counsel applicants to ensure that requirements are met and expectations are clearly understood, facilitate training including procedures and safety protocols, manage the participant experience, oversee the evaluation process, and evaluate program outcomes.
- Work with the Outreach Coordinator to develop targeted partnerships for recruitment.
- Assess the Student Host and Student Work Study programs and work to improve them.
- Develop revised Host and Work Study program handbooks and procedure manuals.
- Liaise with the Programs Director and Program Operations staff to manage the Student Host and Work Study role in day-to-day operations.
- Liaise with the Registrar and Registration staff to manage Host and Work Study roles in the Dining Hall and with after-hours customer service.
- Work with the Programs Director and the Registrar to ensure that participants adjust to campus life and to the Folk School experience. Ensure that housing and studio needs are met.
- Organize and facilitate special programs and professional development opportunities for Student Host, Student Work Study, Mentorship, and artist residency participants.
- Serve as an educational advisor to special program participants. Work to facilitate professional and educational connections and opportunities during and after the allotted program time.

Inter-Departmental Collaboration

- Serve as liaison between departments regarding community engagement programs.
- Work with the Registration Department to manage enrollment for the Murphy facility.
- Work with the Marketing and Communications Department as needed for the Murphy facility, community workshops, Mobile Outreach, and other programs.
- Work with the Development Director to ensure that all outreach and special programs data is recorded for reporting purposes and assist as needed with grant documentation.
- Attend Programs team meetings, contribute to creative program development, and assist with programming tasks as needed.
- Work with Programs staff and the IT Administrator to identify and implement new technology.
- Manage potential special programs including artist residencies, conferences, symposiums, or retreats.

Administrative

- Work with the Community Programs Manager, key Folk School staff, and partner organizations to develop safety procedures and protocol for the Murphy facility, community workshops, and Mobile Outreach programs. Maintain high safety standards and ADA compliance. Manage and evaluate studio safety procedures and staff/instructor training.
- Work with the Finance Director to manage the annual operating budget, capital budget and restricted funds for all grant-related community outreach programs including the Murphy facility, Mobile Outreach program, community workshops, and the artist residencies.
- Manage vendor agreements, relationships, and related documentation. Manage purchasing and delivery for Murphy facility.
- Manage Murphy facility staff timesheets and staff related documentation.

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.
- Excellent communication skills and the ability to work collaboratively.

- Diplomacy skills and the ability to forge and sustain community relationships.
- Excellent organizational skills and attention to detail.
- Self-motivated with the ability to work independently.
- Demonstrated experience in tracking, evaluating, and monitoring large-scale projects.
- 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.