Kenan Center Inc.

Position Title: Arts Education Program Manager
Reports to: Chief Operating Officer
Department: Artistic/Events

Description: The Arts and Culture Program Manager position is a full-time, non-exempt position overseeing all Arts and Culture Program aspects of the Kenan Civic Arena, including youth programming, continuing education, and event set-up. Additionally, this position will work with Kenan's Artistic Director and Director of the Kenan Gallery on cultivation and curation, advancing artists, and producing events (both theatrical and non-theatrical) across campus.

Hours: Tuesday-Saturday; varies, including regular night and weekend hours.

Benefits and pay range:

- Pay $22/hr.
- Group health, dental, vacation, and holidays.

Responsibilities and Duties:

- **Program Development**
  - Develop programs for the new Kenan Civic Arena. These programs should span visual, STEAM, and performing arts. Program development will include teaching, finding qualified instructors, curriculum development (Kenan focuses on Social Emotional Learning through its programming, preferring development over product), and scheduling.
  - Focus on accessibility and inclusion in programming in an attempt to serve all members of our community in authentic ways.
- **Arts and Culture Program Management**
  - Advance needs for rental programs, internal programs, and touring programs.
- **Summer Camp Oversight**
  - Provide secondary oversight of all Kenan Summer Camps in coordination with the Director of Sports and Recreation.
- **Event Management**
  - Assist in the planning and execution of all Kenan events, including technical aspects as possible. This may include working Box Office or Bar at events in the historic Taylor Theatre, or helping hang and set the Kenan House Gallery.
- **Carry Out Additional Duties as Assigned by the CEO and COO**

Requirements and Qualifications:

- Bachelor's Degree Preferred; High School Diploma Required
- Experience in visual arts, STEAM, and/or a performing art, and a college degree or significant professional experience preferred.
- Ability to work nights and weekends.

The Kenan Center strives to be a safe, inclusive workplace for staff of all walks of life. Some candidates may be put off by a long list of job requirements, but please note that real-world experience can substitute for training and/or education – we suggest that you apply anyway. Our goal is for a staff that is representative of the community we serve and passionate and thoughtful about arts, culture, sports, and recreation.

Email bill@kenancenter.org for further consideration. Please include a resume when possible.