

## **WILLCOX THEATER and ARTS, INC**

Director of Programs and Engagement, Approximately 30 hours per week. Reports to Executive Director. Request application and details at [willcoxtheater@gmail.com](mailto:willcoxtheater@gmail.com)

Willcox Theater and Arts, Inc. (WTA) is seeking applicants for the position of Director of Programs and Engagement. This position reports to the Executive Director and is responsible for innovative development, management and operations of WTA programs, including workshops, events, STEAM programs and workshops, and youth and senior citizen learning and engagement programs.

The ideal candidate will possess the following skills and qualities:

- Organization and attention to detail
- Familiar with MS Office and social media platforms (Facebook and Instagram/Meta)
- Ability to work a flexible schedule and manage time accordingly
- Work as part of a team of creatives to provide a wide-ranging menu of programs to residents of all ages
- Relationship-building skills to create strategic relationships with our community, patrons and local businesses and organizations

WTA provides a diverse selection of arts, educational, and learning programs and services to all residents in the Northern Cochise County region. These activities include concerts, youth programs, performing arts, theater, films and documentaries, community activities, STEAM workshops, and literary arts. Along with outstanding skills and experience, candidates are expected to bring a passion and vision that builds upon the current quality and range of programs and services being offered by WTA.

# **WILCOX THEATER and ARTS, INC**

## **Position Description – Director of Programs and Engagement**

### **GENERAL DUTIES & RESPONSIBILITIES**

#### **Programming**

- Plan and implement a year-round program of workshops, exhibits, community programs, speakers, events, and other presentations and arts and STEAM activities to reach a variety of ages, interests and skill levels, with particular attention to summer and programs for youth, and programs for senior citizens
- Recruit, train, supervise and evaluate all instructors, lecturers and artists and make recommendations for improvements as required.

#### **Marketing and Communication**

- Coordinate with the Marketing and Communications Manager to ensure the production and dissemination of seasonal copy for activity brochures and programs and promotional materials and marketing campaigns, as needed for all programs (social media, print and other channels) along with a distribution plan and schedule.

#### **Operations**

- Register participants for Studio 128 programs, including handling fees and deposits as required, and prepare all needed paperwork, contracts and purchase orders for each program season
- Coordinate all logistics for the presentation of the activities
- Coordinate and develop relationships with other organizations to enhance WTA's program offerings
- Assist in the development of a volunteer base and in the management of the volunteer network
- Work a flexible schedule to include evening and weekend assignments
- Responsible for Palace and Studio 128 facilities cleanliness, supplies and use readiness, including inventory and storage of materials, supplies and equipment

#### **Development**

- Increase and develop WTA 's visibility, image, community role and participation levels; develop and successfully execute an on-going, yearly plan for programs; develop relationships with area businesses, art centers and artists designed to grow partnerships and public awareness
- Maintain all program area and benchmark statistics as required; obtain audience and participant feedback to evaluate and improve programming
- Seek out sponsorships, grants, and contributions to support the activities associated with the programs
- Assist with grant reporting, including narrative writing, gathering attendance data and additional information, administer and help analyze grant-related and organizational evaluations
- Coordinate special projects and/or program initiatives as designated by the Executive Director, such as research projects, presentations, annual events, etc.
- Assist the Executive Director and board with the development of strategic partners/sponsors for programs and events.

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### **Management, Budgeting & Administrative**

- Organize, supervise, evaluate and professionally execute all day-to-day operations of assigned programs, activities, staff and facilities
- Develop and implement evaluation process for all participants designed to seek feedback regarding improvements, needs, etc.
- Work with Executive Director to prepare yearly program area budget that ensures program's fiscal self-sufficiency
- With Executive Director, establish quarterly event and program goals and objectives, and provide regular status reports
- Perform all other duties as assigned

### **GENERAL REQUIREMENTS/CONDITIONS**

Education and experience equivalent to 3 years in administration, with demonstrated successful experience in administration, development, management and operations. Direct experience in a community-based arts program a plus.

### **KNOWLEDGE AND SKILL COMPETENCIES**

- Knowledge and application of a wide range of arts programming for youth through senior citizens, as well as ability and experience in developing new, innovative programming for all ages
- Possess a customer-centered orientation and ability to provide outstanding customer service in line with WTA goals and standards
- Ability to work effectively and successfully with diverse stakeholders.
- Possess strong and effective skills in developing positive, on-going relationships with key individuals and organizations associated with the program
- Knowledge and application of effective community outreach techniques designed to communicate, motivate and partner with residents, organizations and businesses in the community
- Ability to manage projects, write interim and final reports, track expenditures and complete all project requirements
- Strong organizational and time management skills
- High level of computer technology proficiency including MS Office and design/publishing SW
- Ability to lift up to 30 lbs., and set up the facility (seating, tables, stage, podium, PA, sound and projection) for varying uses, and to maintain a clean and neat facility.