

PROGRAMS AND SOCIAL MEDIA MANAGER

Organization: I-Park Foundation, Inc.

Website: www.i-park.org

Location: East Haddam, CT

Sector: Nonprofit

Position Level: Manager

Education: Bachelor Degree or Equivalent

Position Type: Full-time Permanent

Salary Range: \$45,000 - \$50,000

Description

I-Park Foundation, Inc. (I-Park) seeks an energetic Programs and Social Media Manager (PM) to nurture the creative process of exceptional artists accepted into the Residency Program by providing them with the resources and personalized support with which to experience an inspiring, productive, memorable residency. The PM will promote I-Park's programs, activities, and brand via social media and play a significant role in delivering public events of the highest artistic value.

I-Park was founded in 2001 with a mission to nurture artists and the creative process in the fine arts and in nature. Set within a 450-acre nature preserve, I-Park is an inspirational open-air and closed-studio laboratory for individual creative pursuits in the fields of visual arts, architecture, music composition/sound art, moving image, creative writing, and landscape/garden/ecological design. I-Park has developed a special interest in site-responsive art and has been the setting for mission-related on-site exhibitions, performances, symposia, and cross-disciplinary projects of cultural significance. To date, an international artists-in-residence program, the organization's flagship initiative, has sponsored over 900-fully funded month-long residencies.

Position Summary

The PM is responsible for advancing I-Park's mission, values, visibility, and resources by effectively planning, promoting, administering, delivering, and evaluating an international Residency Program that brings out the very best in its artists-in-residence. The PM also publicizes and manages a variety of related public events.

A proactive professional, the PM is I-Park's frontline provider of all aspects of artists' support. Reporting to the Executive Director, the PM cheerfully and graciously anticipates and meets the needs and expectations of artist residents, curatorial advisors, selection panelists, stakeholders, and existing and prospective audiences; inspires and supervises three direct reports, interns, and volunteers; manages a departmental budget; provides oversight of the physical plant; and stays current with and implements best practices and developments in the field. This is a full-time, 40-hour/week, exempt position. Occasional evenings and weekend hours are required.

Qualifications

Minimum two years in a position of responsibility in an arts-based nonprofit or for-profit organization; outstanding writing, speaking, and people skills; experience in digital marketing; proficiency in Microsoft Office Suite, Google docs and sheets, Constant Contact, SlideRoom, and Photoscape; ability to navigate semi-rough natural terrain and assist artists with lifting and portage; valid driver's license; BA/BS degree or equivalent. **Preferred:** programs management and supervisory experience; photography skills; and proficiency in WordPress, HTML, Adobe InDesign, and A-V equipment.

Attributes

Sensitive, keen observer and creative problem solver with a high degree of organization, attention to detail, passion for the arts, and an ability to set priorities and work independently in a deadline-driven environment. Must be inclusive, collaborative, and respectful, with the enthusiasm and drive to master technical skills for supporting artists' projects and public events, including, but not limited to, operating and maintaining printers, mobile phones, aerial drone, and A-V and digital equipment and systems.

Responsibilities

Programming (75%)

Within budgetary constraints, ensure that resident artists receive outstanding support in realizing their most ambitious projects; their living and working conditions are safe, secure, healthy, and comfortable; facilities and grounds are guest ready; and the milieu is orderly and distraction-free. Foster a team ethos; supervise a groundskeeper, housekeeper, and chef; recruit, supervise, and inspire volunteers and interns. Manage all aspects of the artists' application and selection process, Open Studios Day, guided trail walks, Volunteers Day, workshops, and other public events. Assist with cultivation and fundraising activities, develop and nurture strategic alliances, manage budgets, and help plan.

Social Media and Documentation (25%)

Develop a consistent, engaging digital presence for I-Park. Employing all useful social media channels and desktop publishing, effectively promote the residency program, public events, fundraising campaigns, and the I-Park brand. Generate content for and maintain the website; monitor analytics; and oversee programmatic documentation, including archive management (audio, video, and photography).

Compensation

Salary is based on experience, \$45,000 - \$50,000. Competitive benefits package.

Application: Send résumé and cover letter to career@i-park.org with "Programs Manager" in the subject line. Submissions are accepted until the position is filled, but interested individuals are urged to apply by May 31, 2018. Finalists will be asked to provide sample material and links evidencing social media competency. No telephone calls, please.

I-Park Foundation, Inc. is an equal opportunity employer that values diversity, equity, and inclusion. Members of LGBTQ communities and persons of color are encouraged to apply.