



## **Program Manager**

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Inspire Community Fine Art Center is a 501(c)(3) that creates and celebrates the arts as a force for education and healing across San Antonio's diverse cultural communities. To help further our mission, we seek a Program Manager who will teach and manage art programs for healing and education.

### **Major Duties:** This person will:

- Teach after school art, 1000 words (for students with intellectual delay), Continents and Culture (a monthly program exploring world cultures and art).
- Coordinate additional weekly workshops: Try it Thursday, the sábado series, welding classes, ceramics classes
- Ensure that supplies, equipment and facilities are ready for workshops.
- Manage a core group of 5-10 contracted artists
- Create monthly program reports
- Coordinate and hang a semester exhibit showcasing student/faculty work
- Plan and assist with additional fundraising events

### **And other duties as assigned.**

### **Qualifications:** B.A. or B.F.A. in Art and at least 2 years of experience in the following:

- Teaching art for education or for healing
- Working with people of many different backgrounds and abilities
- Collaborating with community organizations, artists, and members of the public.
- Writing curriculum and class plans that will deliver measurable results
- Planning/hanging community exhibits
- Working in a community classroom setting, where distractions tend to be higher
- Strong knowledge of MS Office, social media (Facebook, Instagram, Twitter)

### **Additional requirements:**

- Upon request, must pass criminal background check and proof of current immunizations.
- Must have their own transportation, and a driver's license.
- Must be able to lift 50 pounds.

### **Compensation/schedule**

- \$15/hr, 15-20 hours a week. Expected schedule is Monday-Friday, 3:30-6:30 and additional hours as scheduled.

**To apply:** Email cover letter, resume, references, and portfolio links to Lisa Cortez Walden at [lisa@inspirefineartcenter.org](mailto:lisa@inspirefineartcenter.org)

**Interviews will begin immediately. Position will be open until filled.**