



POSITION:	Program Manager
REPORTS TO:	President
START DATE:	January 3, 2022
TERMS:	Full Time, Salaried Position

ABOUT US:

The Athenaeum Foundation preserves a treasured historic landmark that welcomes all to nurture a sound mind and a sound body through arts & culture, wellness, and community. Our vision is for all Athenaeum guests to experience a greater connection to their community and themselves.

PURPOSE:

The **Program Manager** manages the planning, implementation, and refinement of strategic, mission-driven programming for the organization.

RESPONSIBILITIES:

Key responsibilities for this position include:

- **“Athenaeum Presents” Programming (75%)**
 - Coordinate with staff, tenants, and partner organizations to assemble and distribute an annual calendar of mission-driven events and programming
 - Coordinate details of event/program sponsorships and partnerships
 - Manage the process of recruiting, training, and retaining volunteers to support annual events and programming
 - Coordinate the design and facilitation of event features and offerings, including:
 - Negotiating and finalizing contracts with vendors and entertainers
 - Managing registration for special events and activities within larger programs
 - Securing permits and submitting applications for event logistics, as necessary
 - Facilitate the on-site management of the event or program
 - Coordinate with Director of Advancement and contracted design/marketing professionals to produce and distribute event details and advertisements, both digitally and in print
- **Theatre Events (25%)**
 - Coordinate the theatre rental process for staff, tenants, and external organizations
 - Manage a team of theatre support staff, including A/V technicians, bartenders, and house managers
 - Maintain a working knowledge of equipment offerings and technical specs for the Basile Theatre
 - Coordinate with clients and organizational partners to facilitate the rental of stage and performance equipment, as necessary
 - Facilitate the on-site management of all events in the Basile Theatre



POSITION: Program Manager

QUALIFICATIONS:

The ideal candidate for this position will:

- Possess a Bachelor's degree in an arts or non-profit related field (preferred, but not required)
- Possess at least 3 years of experience working in event production and management
- Possess previous customer service experience (preferred)
- Be proficient in Microsoft Office and Google Suite products and services
- Be able to work and manage projects both independently and as part of a team
- Demonstrate excellent written and verbal communication skills
- Possess excellent organization and time management skills
- Have reliable transportation to and from position-related meetings and events
- Have the ability to work a flexible schedule (including some nights and weekends) as the calendar of events and programs requires

TO APPLY:

Send your resume, cover letter, and salary history to:
careers@athenaeumindy.org