



MAYO STREET ARTS

PROGRAM MANAGER

Position Description

The MSA Program Manager books, coordinates, and manages MSA's visual and performing arts programs, youth programs, and events.

The Program Manager works with the Executive Director to envision and plan the yearly calendar of art, music, dance, puppetry, and youth programs, then executes the plan accordingly.

MSA's events and programs should fulfill the MSA mission and spirit of creativity, with an eye towards audience engagement, community engagement, donor engagement, and program revenue.

The Program Manager is present at most of MSA's visual and performing arts events and youth events, and must be comfortable leading teams of staff, volunteers, and artists.

The Program Manager reports to the Executive Director and works with MSA staff and constituents to ensure artistic and organizational success.

Necessary Skills:

- Creativity
- Leadership
- Customer service
- Comfort working with people from a variety of backgrounds and across language barriers
- Tech experience including sound, lighting, and video projection*
- Computer and administrative skills including but not limited to word processing, spreadsheets, email, online ticketing, online events calendar, and simple graphic layouts, and Zoom

** Must be able to independently oversee tech systems. No training available.*

Physical Requirements:

Applicants must be able to do the following physical tasks:

- stand, stoop, and sit for periods of time
- lift 100 pounds with assistance from one other individual
- arrange and set-up portable theater risers & chairs
- clean, including but not limited to wiping & sanitizing surfaces, sweeping, and mopping
- shovel snow & mitigate ice prior to events (regular snow removal is contracted out)
- use basic hand tools and power tools such as a cordless drill
- paint
- climb ladders
- ascend/descend dimly-lit stairwells

Planning and Booking:

- Schedules and books artistic and community events
- Schedules and plans summer youth programs
- Is point of contact for artists, program partners, and program participants
- Is point of contact for youth program partners and funders, attending partnership meetings throughout the year
- Issues contracts for rentals, performing arts, and visual arts agreements

Admin:

- Creates digital programs for performances
- Maintains the concessions and box office point-of-sale system (Square)
- Manages community calendars and online ticketing (Ticket Tailor)
- Provides written copy, logistical information, imagery, etc. to Advancement and Communications Manager for the creation of marketing materials
- Contributes to grant applications
- Provides monthly program reports to the ED
- Attends board meetings as needed

Managing the Theater:

- Creates compelling and welcoming audience member experiences with consideration of lighting, sound, seating, temperature, etc.
- Coordinates with artists to arrange timing, logistics, sound, lighting, sight lines, etc.
- Oversees concessions, box office, and front and back of house
- Manages program & events spaces. This may include cleaning, setting up risers, chairs, tables, winter clean-up, and other items requiring heavy lifting at time
- Schedules and trains event staff and volunteers, ensuring adequate coverage for events and programs
- Operates and maintains sound and lighting equipment, other stage and event equipment as needed

Other Hands-on Work:

- Oversees gallery exhibits and events, coordinating with artists/volunteers to install shows
- Ensures program spaces are kept clean, stocked, and organized

Languages:

MSA staff conduct regular business in English, however many of our neighbors in East Bayside are non-native English speakers. Special consideration will be given to individuals with proficiency in other languages, especially French, Portuguese, Arabic, and Lingala.

Hours and Compensation:

This is a full time, 35 hour per week position. Some work may be done remotely. Evenings and weekends are required.

A MacBook laptop will be provided for work use.

Annual Salary: \$40,000 plus benefits

Benefits:

- 6 paid holidays plus generous PTO (starting at 25 days per year)
- Healthy Living Stipend (8% of base wages)
- Organization dental plan (after one month of employment)
- Retirement plan (5% of base wages after one year of employment)

Application & Hiring Process:

Individuals interested in applying for the Program Manager position should email a cover letter and resume to ian@mayostreetarts.org.

Applicants will be considered on a rolling basis with interviews beginning on Friday, July 23. Applications will be accepted until Friday, July 30 at 5:00 PM. The position will begin as soon as Monday, August 2.

We encourage applicants of all experience backgrounds to apply.

Specific questions regarding the position, the organization, and/or the application process should be directed to MSA Executive Director Ian Bannon via ian@mayostreetarts.org or (207) 879-4629.

Diversity Statement:

MSA is an equal-opportunity employer committed to promoting diversity, equity, and inclusion in the workplace and to hiring staff members who represent, reflect, and understand the wide range of communities and stakeholders we serve. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply. MSA does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.