

Coleman Center for the Arts

Job Description: Program Manager of Pop Start

Job Type: Part time, \$14.50/hr

Job Location: York, Alabama USA

April 2018

www.colemanarts.org

info@colemanarts.org

Position Summary

The Coleman Center for the Arts invites applications for the Program Manager of Pop Start position [part-time].

The Program Manager of Pop Start will co-develop strategy and direct the day-to-day operations of Pop Start. Imagined as a creative and civic business incubator, Pop Start is currently in start up. This is a great opportunity to shape a growing, non-profit business focused on the particular needs of rural communities and develop responsive models for success. The position reports to the the Coleman Center for the Arts Executive Director.

Responsibilities:

- Develop strategy for Pop Start in concert with the Coleman Center for the Arts' Executive Director
- Design Pop Start facility and operational development in relationship to tenant and/or programmatic needs
- Recruit small- and medium-sized creative business with an emphasis on the arts, craft, design, and small scale food production.
- Travel throughout Sumter County and the regional/economic Black Belt to engage business and community partners.
- Build and develop public/private sector resources and work with the area business and professional community
- Develop, plan, and implement professional training class in collaboration with the Coleman Center Curator of Education

Qualifications: We are seeking candidate with both a business background and an appreciation for creative practices. They should have a demonstrated ability to **think strategically** about business and cooperation. Candidates should have strong experience developing ideas with great follow through and close, constructive assessment; be **clear, consistent communicators** with a history of planning and implementing; and are looking for opportunities to **develop fundraising skills** and revenue streams. Ideally, the Program Manager of Pop Start will develop the conditions for full-time employment.

- Some college required, BA preferred;
- Extensive background in small business issues;
- Excellent verbal and written communication skills;
- Access to a vehicle and current MS or AL driver's license; and
- Ability to work well under limited supervision and within groups.

A familiarity or connection with the City of York, Sumter County, or the Black Belt region are preferred, but not required. The Program Manager of Pop Start position allows for a flexible work schedule with reimbursed travel based on the most current US Federal government Standard Mileage Rates for Businesses.

This is a multi-year, grant-funded position contingent upon continued availability of grant funds. The Program Manager of Pop Start is funded through generous gifts from the Educational Foundation of America and ArtPlace America.

About the Coleman Center for the Arts

The Coleman Center is a 33-year old arts and social justice organization located in York, Alabama, a town of 2,500 people in the Black Belt Region. Its work is done through five main program arms:

- an education program that offers year round arts opportunities for area youth and adults
- a community-based artists' residency that produces socially engaged public art projects and events
- exhibitions that feature the work of local artists as well as regional and national artists
- a free and public community garden that promotes small scale food production and gardening
- and Pop Start, a permanent community pop-up that offers public wifi and a storefront space for artists-community experimentation.

How to apply

Please send an email with subject *[Applicant Name] – Pop Start, Program Manager* with attached cover letter and resume to info@colemanarts.org.