



CRESTED BUTTE CENTER FOR THE ARTS

Program Director

Job Description

Program Director

Job Status | Full-Time Exempt

Compensation | \$70,000-\$80,000

Reports to | Chief Business Officer (CBO)

Benefits Include:

- Health insurance
- \$450 annual dental stipend
- \$600 annual wellness stipend
- \$30/month cell phone stipend
- Employer-matching retirement contributions - up to 3% annually
- 12 paid holidays per year
- 10 paid vacation days per year
- 48 hours paid sick leave per year
- Opportunities for professional development and artistic growth

About Us:

The Center for the Arts is home to popular signature events and a wide variety of indoor and outdoor attractions. Visitors of all ages enjoy a year-round schedule of live music, dance and theater performances as well as art exhibits, speakers and much more. For more than 20 years, the Center has been committed to providing arts and cultural experiences that inspire and entertain all audiences, whether they call Crested Butte home everyday or just for the weekend. The Center strives to enrich and engage the community by fostering artistic expression and cultural experiences in the Gunnison Valley. Our vibrant facility, diverse programs and community outreach provide the common ground for all of our visitors to experience arts and culture in a whole new way. Truly unrivaled in Colorado, the Center for the Arts brings people together to share captivating, transformative, and fun experiences that enliven the creative soul and are essential to the vitality of our community.

Position Overview:

The Program Director is a new role at the Center, responsible for curating, implementing, and evaluating programming that delivers the Center's mission and serves our community. The Program Director works closely with the Center's executive leadership and Board of Directors, performs special assignments, and is empowered to exercise discretion and independent judgment in performing essential business for the Center within the purview of the Program

Director's role and responsibilities. This director-level role requires a dynamic, creative thinker who can develop diverse programming, establish harmonious working relationships within the organization, and manage the Center's program staff, budgets, and administration efficiently and effectively. The Program Director will also represent the organization to the wider community, clients, donors, patrons, and business partners, and build productive working relationships with other organizations to increase the visibility of the Center and encourage collaboration.

Key Responsibilities:

Program Development and Management

- Curate engaging arts and cultural programs, workshops, classes, performances, and events; direct the holistic short- and long-term vision for the Center's programming, in collaboration with the Chief Business Officer (CBO) and Executive Director.
- Direct the planning, execution, and evaluation of all Center programs, including the culinary arts, performing arts, Kinder Padon Gallery, Mountain Words Festival, and Crested Butte Creative District.
- Ensure the Center's programming reflects the diverse needs and interests of the community.
- Evaluate program effectiveness through metrics and community feedback and implement changes in response to feedback as needed.
- Lead the strategic development and implementation of new Center for the Arts programs.

Community Engagement

- Build and maintain strong relationships with local artists, arts and cultural organizations, and other community groups and stakeholders to expand program reach and identify collaborative opportunities.
- Work with other organizations to co-present or co-produce events that deliver the Center's mission.
- Actively seek input from community members to inform programming decisions.
- Promote programs to increase community participation and awareness.

Budgeting and Funding

- Develop and manage annual programming budgets in collaboration with the CBO.
- Collaborate with the Development team to identify funding opportunities for programs.
- Assist the Development Director with grant writing and reporting related to programming.
- As needed, work with the Development Director and/or Executive Director to identify and participate in fundraising discussions with individuals and businesses to support programming.

Team Leadership

- Recruit, train, and direct the work of program staff, teaching artists, and volunteers.
- Foster a collaborative and inclusive work environment that values creativity and diversity.
- Provide clear direction and support to program and operations staff to ensure the successful execution of programming.
- Evaluate current programming procedures and workflow, recommending changes if necessary and directing implementation of new processes related to planning and executing Center programming.
- Lead the Board of Directors' Programming Committee, including calling and running meetings and recruiting non-board community members to participate.

Marketing and Outreach

- Work with the Marketing team to develop compelling promotional materials for Center programs.
- Represent the organization at community events, conferences, and meetings, and in regional and national conferences and networks.
- Other duties as deemed necessary for the success of the organization.

Please note this job description is not designed to cover or contain a comprehensive listing of activities. The Center for the Arts is a collaborative organization that relies on teamwork to do great things.

Preferred Qualifications:

- Bachelor's degree in Arts Administration, Fine Arts, or a related field.
- At least 5 years of experience in program development and management, preferably in a nonprofit or arts-related organization.
- Strong working knowledge of diverse art forms and community-based arts programming.
- Proven ability to manage budgets and employees effectively.
- Excellent written and verbal communication and organizational skills.
- Experience with grant writing and reporting is a plus.
- Passion for community engagement, Crested Butte and the Gunnison Valley, and the arts.

Software and Services Used:

- Microsoft Office Suite, Google Workspace, Planning Pod, Prism, Bloomerang, Zoom, Adobe

Frequent Functions and Working Conditions:

- Frequent Functions: Working in an office environment; virtual meetings; evening and weekend work at events
- Occasional Functions: Lifting up to 50 pounds; long periods of standing or moving around during events

How to Apply:

Interested candidates should submit a resume, cover letter, and three references to Chief Business Officer Brett Henderson at brett@crestedbuttearts.org. Please include "Program Director Application" in the subject line.

For Internal Hire Only.

Deadline for Applications Friday, January 31, 2025 at 12:00 pm MT

Equal Opportunity Employer The Center for the Arts is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of race, creed, color, religion, national origin, sex, sexual orientation, gender expression, age, physical or mental handicap, veteran status, parental status, or marital status.