



Position Announcement: BARN Program Manager

BARN has an exciting new opportunity for a full-time Program Manager!

Bainbridge Artisan Resource Network (BARN) is a growing center for makers and artisans. With new programs developing and existing programs growing, we now seek a professional program manager who can spearhead and oversee the various moving parts of youth programs, classes, community service efforts, and our upcoming certificate courses.

This is a full-time position and involves some evening and weekend presence.

Reports to: Executive Director

Primary Responsibilities:

- Manage BARN's new certificate program, launching in four studios during 2019.
- Convene studio program coordinators and facilitate communication and collaboration among the eleven studios.
- Spearhead and oversee youth experiences at BARN, year-round.
- Provide ongoing support and coordination of community service efforts emanating from studios as well as from BARN, generally.
- Write website announcements and short articles about program goings-on at BARN.

Additional Responsibilities:

- Develop and maintain favorable working relationships and open communication with all constituents.
- Provide training to staff and volunteers in Youth and Vulnerable Adult Protection.
- Coordinate with staff and studios in use of space and program priorities, including facility with Wild Apricot (scheduling and programming system).
- Facilitate a monthly BARN Youth Advisory Council and provide ongoing communications among the Council.
- Work with Bainbridge Youth Services and schools to recruit and support summer interns as well as independent study and work experience students during the school year.

Qualifications:

- Passion for arts, craft and learning.
- Bachelor's degree or higher in a related field: education, arts, experiential learning. Master's degree preferred.
- Minimum 3 years of experience managing and coordinating educational programs.

- Excellent communication, interpersonal, supervisory and management skills.
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills.
- Experience balancing a customer service mindset with the ability to provide and enforce clear expectations and policies.
- Ability to work on variety of software as trained.
- Demonstrate BARN's core values that enable teams and individuals to succeed with shared respect and purpose.
- Child safety screening/background check required.
- Must be able to comply with and maintain a smoke free and drug free work environment.

Hours: 40 hours per week, on average

Pay rate: \$22-24/hour to start, depending on experience

Reports to: Executive Director

TO APPLY:

Submit a letter of interest that addresses your experience in program management and your reason for a specific interest in BARN. Include also a resume and contact information for three current references and send to:

Executive Director, BARN
denised@bainbridgebarn.org

Applications will be accepted until the position is filled. Review of applications will begin on February 8, 2019.

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.