

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement

July 12, 2021

Program and Arts Manager

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

Conservancy for Cuyahoga Valley National Park is rapidly growing and is pleased to announce the newly created position of Program and Arts Manager! We are looking for an experienced professional who has the skills and ability to develop and nurture community relationships to ensure community input in the development of arts, health & wellness, and educational programming in Cuyahoga Valley National Park (CVNP) and partnering communities. The Program and Arts Manager will work with artist communities to ensure diverse opportunities for experiences and programs for adults and youth in CVNP. The Program and Arts Manager will work with the Program and Education Director and the Program team to achieve and exceed our established goals. If interested in being a part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Strive for excellence in the creation of dynamic and enriching visitor experiences and to establish critical connections necessary for serving all communities. Develop external partnerships with the goal of connecting to new audiences.
- Acts as a leader on new and existing arts, health & wellness, and educational programs and projects, directing/performing required project management processes to ensure their effective and efficient execution and completion. Manage contractors to deliver quality programs under the Conservancy banner.
- Assist in broadening and maintaining the Conservancy and park's network of creative affiliations with individual artists and organizations. Connect with artists and arts organizations in northeast Ohio to develop collaborative projects. Act as a facilitator in the NEO arts community to provide venues and opportunities for artists to share their work through venues in CVNP.
- Pursue substantive learning to achieve greater cultural consciousness by participating in Diversity, Equity and Inclusion trainings and workshops. Strive to consider the people, places, and cultures that might be missing from your work and look for opportunities to increase inclusivity in all the work you do.
- Serve as project manager for artistic projects, performances, and programs to ensure a diversity of artistic mediums and voices are represented throughout audience engagement opportunities.
- Support the Program and Education team in developing arts curricula for youth programs, teacher workshops, health and wellness programs, and adult programs.
- Share information with key Conservancy staff, Conservancy Committee and Board members, National Park Service staff, funding community and other stakeholders that includes data, anecdotes, reports, presentations, white papers, etc., regarding the results and benefits delivered.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

Minimum Qualifications:

- Post-Secondary Education or relevant experience required.
- Minimum four years' experience in program leadership, administration and supervision.
- Proven success in developing and implementation of consistently profitable programming.
- Proven success establishing diverse working partnerships with organizations with successful programming outcomes.
- Ability to effectively present information to management, colleagues, staff and public groups.
- Ability to work in a team environment as well as operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/Pay/Benefits: Full-Time exempt, salary range is \$50,000 – \$55,000. Excellent benefits package including medical, dental, and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Program and Arts Manager**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.