

Program Manager

EmcArts seeks a Program Manager in Winston-Salem, NC who will be responsible for the design, planning, and implementation of EmcArts programs and activities over the duration of its affiliation with the Thomas S. Kenan Institute for the Arts (at least three years). As a part of the EmcArts facilitation team, the Program Manager will guide program planning and design, convene a team of facilitators to design programs in line with EmcArts' unique approach to adaptive change and leadership development, and also occasionally serve as a facilitator for EmcArts' programs themselves. With the assistance of the Program Coordinator, the Program Manager will liaise closely with all local program and funding partners, will manage EmcArts' relationship with participants in each program (organizing events, building community, developing support materials, troubleshooting, and maintaining effective communication), and will take part in on-site group convening activities (e.g., workshops, Innovation Forums and Intensive Retreats). The Program Manager reports to the Managing Director.

About EmcArts

Inspired by the arts, driven by a world in transition, EmcArts works alongside people, organizations, and communities as they take on their most complex challenges.

Through advancing processes and practices of innovation and adaptive change, EmcArts strengthens the resilience of individuals and organizations in the arts and social sectors. Through carefully designed and facilitated workshops, coaching, and labs, we create space and conditions to navigate uncertainty, test innovative strategies, and build adaptive cultures. Our practice is deeply influenced by the artistic process, which we believe has a unique power to unlock entrenched beliefs and open up new ways of seeing. Since 2006, teams from over 300 organizations from all artistic disciplines have participated in our adaptive change programs, both in the U.S and in Canada.

EmcArts believes that highly effective teams bring together people with many points of view and engage those differences. Furthermore, EmcArts strives to create an innovative learning environment, where voices from all perspectives can engage with each other and be vulnerable together in order to make progress on our shared purpose.

In September 2018, EmcArts announced its affiliation with the Thomas S. Kenan Institute for the Arts at the UNC School of the Arts. Read more about the partnership [here](#).

Job Responsibilities

The Program Manager will enjoy the support of current EmcArts staff (including Richard Evans, President; Melissa Dibble, Lead Process Facilitator; and Liz Dreyer, Lead Process Facilitator), Jonathan Halsey, new Managing Director, and an onsite Program Coordinator and Finance and Operations Coordinator. We anticipate the work of knowledge transfer and capacity-building for EmcArts programs will take place over the first six months of the job. When fully developed, the duties of the Program Manager will include, but are not limited to:

1. Working with the Managing Director and team of facilitators, lead the ongoing design and evaluation of program activities (such as workshops, seminars, organizational coaching and process facilitation) in accordance with the goals of each program.
2. Guide the planning and implementation of on-site programs, as well as electronically delivered/distance learning program components.
3. Contribute as an organizer, with the assistance of the Program Coordinator, to the delivery of workshops and other activities in a variety of locations across the country with multiple organizations in each location.
4. Anticipate and respond to program challenges and changes, if and when they arise, in consultation with the Managing Director and others as appropriate.
5. Serve as an occasional Process Facilitator and/or Workshop Co-Deliverer for EmcArts' programs by working with cross-functional teams of program participants (varying between 10-100 people depending on the stage of the program), by sharing concepts, providing critical feedback, guidance, and frameworks for adaptive change. A deep use of methods of inquiry is expected.
6. Convene and lead a design team to periodically review and refine all EmcArts programs with sensitivity to both the unique purposes of each program and to their interconnectedness.
7. Proactively identify and engage individual experts as well as information resources that can help frame and advance EmcArts' work in relation to key trends and emerging issues for the arts and social sectors.
8. Create and oversee program budgets with the support of the Program Coordinator and Finance and Operations Coordinator.
9. Oversee program documentation and grant reporting requirements.
10. Maintain relationships with program funders through both formal and informal communication (e.g., emails, phone calls, meetings, proposals, reports, etc.).

Qualifications and Skills

- Ability to deeply learn, internalize and effectively communicate EmcArts' frameworks to other facilitators and to program participants; ability to absorb theory and translate it into effective practice.
- Strong sense of curiosity and commitment to learning as well as the ability to change course nimbly in response to emerging program dynamics (i.e., not stuck in a single way).
- Deep internal knowledge of the structures, processes, and challenges of nonprofit organizations and the field. Familiarity with developmental evaluation is a plus.
- Experienced facilitator with a dynamic, confident, and welcoming presentation style; ability to push forward the thinking of large and small groups while balancing the needs of the individual participants, the group/team, and the process framework.
- Demonstrated initiative, motivated; a self-starter with a track record of leading team-based projects from conception to implementation.



- Supervisory experience with a passion for developing individuals while overseeing highly effective, detailed planning, and careful implementation.
- Excellent communications and relationship-building skills and the ability to represent EmcArts effectively with grantee organizations, partners, and funders, in person and in writing.
- Up-to-date computer systems skills, including standard programs, web research fluency, and the ability to learn and manage various information system technologies.
- Experience with program budgets as well as overall organizational budgets; ability to create various budget scenarios and adjust them as program timelines and scopes shift and develop.
- Energetic team worker, who is comfortable wearing many hats to support team and program operations as needed in a fast-paced environment
- Ability and interest to travel to active program locations at least twice a month (typically for one or two days each).
- Commitment to [EmcArts' approach, including its vision, goals, and beliefs.](#)
- Minimum 5-10 years of professional experience in a similar or equivalent position.

Compensation

The Program Manager is normally expected to work a 40-hour week. Busy times might entail some evening and weekend work with advanced notice, and because of this, working remotely and flexibility in schedule are acceptable and necessary. The hiring range for this position is \$60,000-\$65,000 and the salary will be commensurate with experience. Competitive benefits include medical and dental coverage, retirement contribution, 10 paid holidays, 20 vacation days, and sick leave.

How to Apply

Please send a resume and cover letter that succinctly and specifically describes why you are interested in working at EmcArts in this role and how your experience is relevant to this position.

Applications MUST be saved as a single PDF document (both cover letter and resume) with full name in the document title. Please submit your application online [here](#).

Deadline to apply is November 16, 2018.

Process

Qualified candidates can expect one phone interview and up to two rounds of in-person interviews. Applications will be reviewed beginning November 19th. We hope to fill this position by December 2018.

Please no phone calls or inquiries. Incomplete applications will not be considered.