



Folk School Programs Manager Job Description

Burritt on the Mountain offers a unique and exciting environment to work with enthusiastic learners, artists, arts supporters, and museum professionals and educators in a scenic and inspiring location.

Position Available: Folk School Programs Manager (part-time)

Reports to the Chief Programs Officer

Position Summary

The Folk School Programs Manager successfully plans and implements a variety of Folklife themed classes for adults (age 19 and above).

Position Responsibilities

- Plans folklife/folk art themed classes for adults. Currently, plans one weekend every month when a variety of classes will be offered. Also plans additional individual classes at other times. Number of classes offered will increase over time.
- Implements the classes including assigning class locations, ensuring that all equipment and supplies are in place, procuring box lunches for students and teachers when needed, recruiting volunteers to assist where required or communicating the need for volunteers to the Volunteer Coordinator.
- Communicates with artists/instructors concerning topics, dates, logistics, and finances related to each class.
- Works to promote all classes. This may include participating in outreach opportunities. Provides needed copy and photos to Burritt's Marketing Department.
- Networks with artists, craftspeople and instructors, as well as with students and potential students in order to expand class offerings and grow student enrollment.

Education and Experience Requirements

- Bachelor's degree from an accredited college or university is preferred
- Possesses knowledge of various art forms and folk skills through hands-on experience
- Proficient in Microsoft Office applications

Desired Personal Characteristics

- Enjoys networking and discovering new artists/instructors
- Able to work with the public
- Able to think analytically and problem solve

- Possesses highly effective written and oral communication, and interpersonal skills
- Self-motivated, highly organized, detail oriented and able to multi-task
- Energetic, hard-working, and a team player
- Positive, enthusiastic, professional image in representing the school, both internally and externally
- Discreet with confidential information
- Able to work weekends and/or evenings as necessary

Physical Demands

The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to handle or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes. The employee must be able to speak fluent and correct English.

Hours and Compensation

Currently, this position requires an average of 20 hours per week. However, weeks when classes are offered will require more hours and other weeks will be less. Compensation is \$14.00 per hour. This position has the potential for increased hours over time. This position qualifies for participation in the retirement system of Alabama (RSA).

Applications

Please submit the following materials by e-mail to Tammy Cooney at tammy.cooney@huntsvilleal.gov.

1. Cover Letter that details your experience and knowledge that relates to this position
2. Resume or Curriculum Vitae
3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.