



# Bilingual Program Manager

## Job Summary

The Bilingual Program Manager will act as an instructor and administrator for Camden FireWorks art programs. Working in collaboration with the Executive Director, the Program Manager will develop art workshops from conception to implementation. The Program Manager will possess knowledge of the local arts and culture ecosystem, especially a familiarity with artists who are Black, Indigenous, and People of Color as well as with local arts/cultural groups.

Applicants from either of the following disciplines are welcome to apply:

- visual arts
- folk and traditional arts
- media arts

We are especially interested in bilingual arts educators experienced in developing lesson plans for interdisciplinary arts instruction of K-12 and adult learners.

## Responsibilities

- Develop culturally relevant arts instruction calendar consisting of 24 workshops held twice monthly on Saturdays
- Research teaching artists, conduct selection and review process, and create contracts for workshops
- Create flyers and program-related materials in accordance with organization's branding standards
- Partner with Executive Director to manage program budget and order necessary supplies
- Plan and oversee setup and takedown for all arts educational events
- Collect audience surveys and metrics to assist with program development
- Recruit and manage volunteers to assist with program implementation, when necessary

## Qualifications

- Strong bilingual (English and Spanish) communication skills
- Experience practicing and facilitating an artistic discipline
- Experience writing lesson plans and working with youth and adult learners
- Experience with Adobe Creative Cloud a plus

## Ideal Candidate Possesses:

- Minimum of two years' experience as teaching artist with positive references
- Strong dedication to creating positive learner experiences
- Able to work well in a cross-functional team environment, handle multiple assignments, and meet deadlines

## Position Classification

Part-time, non-exempt

## Work Schedule

Flexible, 10 hours/week

## Pay Rate

\$21/hour

To apply, send your resume to [jobs@camdenfireworks.org](mailto:jobs@camdenfireworks.org). A cover sheet is encouraged but not required.