



POSITION: Program Manager

REPORTS TO: Executive Director

HOURS AND FLSA STATUS: Full time, exempt. Salary range \$45,000 - \$55,000, commensurate with experience.

LOCATION: Weymouth Center for the Arts & Humanities, 555 E. Connecticut Ave., Southern Pines, NC 28387

JOB DESCRIPTION:

Program Manager is responsible for the planning, advertising, execution and reporting on all programs and events produced by Weymouth Center for the Arts & Humanities, outside of rental events. They shall support the vision and values of Weymouth Center for the Arts & Humanities to serve as a community hub of the arts and humanities, preserve the Boyd House as a literary and cultural center and to conserve its longleaf pine forest, gardens and grounds as a natural preserve and park.

GENERAL DESCRIPTION:

The Program Manager is responsible for supporting the planning, announcement, advertising, execution and follow-up reporting of all Weymouth Center for the Arts & Humanities programs and events.

- Arts & Humanities Events: Weymouth hosts a Sunday midday jazz series, "Come Sunday," a "Chamber Sessions" series, an evening "Live from the Great Room" series, an outdoor "Summer on the Grounds" concert and family event series, a Family Series, and various author, Writers-In-Residence, and guest speakers lecture series. Additional celebratory events over the course of the year.
- Young Musicians Festival. A county-wide festival for aspiring musicians grades 3-12.
- Literary Events. One adult and two childrens' book clubs. Writers In Residence Readings. Moore County Writers Competition, a writing competition for aspiring authors of all ages in Moore County.
- Summer Arts Camps. Art, literature and music camps for youth.
- Educational programming. Guest artists on Weymouth's calendar visit area schools and community partners.
- Manage the budget for all above described programs.
- Manage the communications, marketing and advertising of all events, in conjunction with marketing and communications partners

KEY RESPONSIBILITIES

For the above programs, support the Executive Director and committee chairs in event preparation and project management, by posting ticket sales online, tracking ticket sales and producing event sales reports, coordinating day-of-event sales, stage management and guest artist/guest speaker support including contract negotiation, booking lodging, and masterclasses. To ensure strong attendance at events, working closely with contract partners and volunteers in marketing, communications, and advertising of all events.

Day-of event support includes working with the Director of Property Management to design and execute the physical set-up of all event needs including chairs and tables, audio/visual equipment planning and management, stage and production management and any guest artist/guest speaker needs.

DESIRED QUALIFICATIONS

- A positive attitude and sense of humor
- 3 – 5 years' event management, and/or box-office management experience
- Proficiency with Microsoft Office (Word, Outlook, Excel, and PowerPoint)
- Proficiency with Google Suite for Business
- Proficiency with event management aps and software (i.e.) SimpleTix, Eventbrite, Time.ly
- Proficiency in organizational partnership management
- Understanding of advertising and communications processes (purchased ads, press releases, calendar listings, social media, etc.)
- Ability to lift approximately 30 pounds on a regular basis, mobility to set up to 60 chairs/tables at a time
- Expertise/ experience in the use of audio/visual presentations and technology for simple presentations, and experience working with professional sound and production engineers
- Strong communication, problem solving and interpersonal skills
- Exhibit a passion for building good-will and a strong community at Weymouth, in the broader community of the Sandhills and the state of North Carolina
- Enjoy working with a team of other committed and passionate staff members and volunteers
- Demonstrate the ability to perform job duties with a high degree of initiative and professionalism; sound judgment, and patience.
- Ability to work evenings and weekends

WORKING ENVIRONMENT:

Weymouth Center for the Arts & Humanities values diversity, equity and inclusion and proactively cultivates an inclusive culture amongst its staff, volunteers, and audiences. We seek candidates who represent and value the diversity of our community. Weymouth provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

ABOUT WEYMOUTH:

Weymouth Center for the Arts & Humanities is a central gathering place for artists, authors, and lovers of nature and the arts in the rural Sandhills of North Carolina. The Weymouth Center was founded in 1977 to continue the artistic and community-building legacies of author James Boyd and humanitarian Katharine Lamont Boyd through the preservation of their historic home and grounds to present arts and educational programming, host writers-in-residence, and conserve the endangered longleaf pine ecosystem for use as a 501(c)(3) nonprofit center for the arts and humanities. In 2022 the Boyd House celebrated its 100th year as a community icon. The history of the Boyds and the legacy of Weymouth is one of community investment, providing educational and artistic programming for its diverse community, including the nearby military (Ft. Bragg) and rural Sandhills communities.

Weymouth is supported by a professional staff and more than 100 volunteers, annually offering ~100 live community events including chamber music, literary readings, humanities lectures, jazz concerts, and creative youth development programming. For 40 years Weymouth has hosted a vibrant Writers in Residence program with up to 150 NC writers in residence each year and houses the NC Literary Hall of Fame, honoring 3-5 new NC authors every year. The Boyd House is listed in The National Register of Historic Places and was awarded a Certificate Of Achievement by the National Wildlife Federation. The Weymouth estate is free and open to the public and each year approximately 22,000 visitors attend events and walk the grounds. Visitors come from local Moore County and surrounding rural counties as identified by the NC Rural Center of Lee, Hoke, Scotland, Robeson, and Richmond. Additionally, Weymouth serves a large number of military families stationed at nearby Fort Bragg and Camp Mackall and living in Moore County.

Interested Candidates

Interested candidates should send a resume and cover letter describing their relevant experience and interest in the position to jobs@weymouthcenter.org. Application period is open through April 12, 2024. Please include "Program Manager" in the subject line of your email. Interviews will begin following the close of the application period, and the position will be filled as soon as a highly qualified candidate is selected.