



## **Employment Opportunity at the Weymouth Center for the Arts & Humanities: Program and Events Manager**

**POSITION:** Program and Events Manager

**REPORTS TO:** Executive Director

**HOURS AND FLSA STATUS:** PT Salary with a salary range of \$20,000- \$22,000, commensurate with experience. Seeking 20 hours/ week. Flexible seven-day work-week schedule dependent on program and events schedule. Regular office hours for checking in with supervisor and colleagues are from 10 am - 2 pm, onsite at the Weymouth Center for the Arts & Humanities. Flexible schedule required to support evening and weekend events, as needed. Benefits include company matching contributions to a SIMPLE IRA of up to 3% of your salary, and \$350/month added to your pay to support the cost of healthcare.

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

### **JOB DESCRIPTION:**

The Program and Events Manager is responsible for the planning, execution and reporting on all internal and public events hosted by the Weymouth Center for the Arts & Humanities. They shall support the vision and values of the 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 and Events Manager is responsible for supporting the planning, announcement, execution and follow-up reporting of all Weymouth Center for the Arts & Humanities programs and events. These include:

- All ticketed events and performances
- All fundraising events
- All internal volunteer meetings and events, including board and committee meetings

The Program and Events Manager is responsible for the coordination and successful execution of the following programs:

- Moore County Writers Competition. A writing competition for aspiring authors of all ages in Moore County. Support the MCWC Committee Chair in soliciting entries, coordinating the judging process, and hosting a successful awards ceremony
- Performing Arts Series. Weymouth hosts a Sunday midday jazz series, "Come Sunday," a "Classical Music Sundays" series, an evening "Live from the Great Room" series, and an outdoor "Sounds on the Grounds" music festival.

- Arts and Humanities Lecture Series. Weymouth hosts two lecture series per year, each series includes 2-3 events and a variety of speakers on topics relevant to the arts and humanities. Support the Arts & Humanities Chair in the successful production of the speakers series.
- Young Musicians Festival. Support the Music Committee Chair in the production of the afternoon festival for competition winners, recruitment of competitors, selection of judges, festival coordination and distribution of awards.
- Summer Arts Camps. Manage the coordination of hiring staff, supporting curriculum design, recruiting students, scheduling camp, executing a successful week-long arts camp.
- Fundraising events. Support the Executive Director, Fundraising Committee Chair, and Chair(s) of the Women of Weymouth in the set-up, production and break-down of events, post ticket sales online, produce event sales reports

## **EVENTS**

The Program and Events Manager is the interface for all events/functions held at Weymouth, both internal and external. Responsibilities include:

- Communicating with event organizers for special Weymouth events to establish setup and cleanup responsibilities and expectations of the organizing committee.
- Act as contact person for all Weymouth programs and events, managing the preparation, execution, and closure of all event processes.
- Checking all audio/visual/security systems before events to ensure proper functioning.

## **KEY RESPONSIBILITIES**

For the above programs, support the Executive Director and committee chairs in event preparation and project management, 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. Day-of event support includes working with the Director of Property Management for 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, 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, Timely
- 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
- Experience working with a non-profit organization preferred
- Strong communication and interpersonal skills
- Strong problem solving 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.
- Demonstrate the ability to perform job duties with a high degree of initiative and

professionalism; demonstrated sound judgment, and patience.

### **WORKING ENVIRONMENT**

Due to the public-facing nature of work at the Weymouth Center for the Arts & Humanities, Weymouth has adopted COVID-19 protocols that include when recommended by the CDC; masking while indoors, self-screening, and family and personal sick-leave policies in order to protect its employees and visitors. Weymouth adheres to CDC guidelines and supports vaccination recommendations. The Weymouth Center is a vaccinated workplace, with a fully vaccinated staff team.

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 will celebrate 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.