

**Title: Program Director**  
**Organization: Steamboat Creates**



**About Us:** Founded in 1972, Steamboat Creates (formerly: Steamboat Springs Arts Council) is devoted to supporting and promoting arts and culture in the Yampa Valley, through the planning and production of arts and humanities programs and initiatives that have a positive educational and cultural impact on our community. Annual events and programming include: Steamboat Creates Creative District, Western Heritage Month, Young at Art Creativity Camps, Cabaret, Art in the Park, Visual Arts Exhibitions, Performing Arts and Literary Arts. Steamboat Creates is a 501(c)(3) non-profit organization, supported by our annual members, audiences and local businesses. For more information, please visit [www.steamboatcreates.org](http://www.steamboatcreates.org)

Steamboat Creates's (SC) Program Director embodies SC's goal to nurture arts and culture in the Yampa Valley so creativity flourishes. This role provides opportunity for community outreach by developing and encouraging collaborations with artists, educators, cultural nonprofits and cross sector industries. The Program Director (PD) reports to the Executive Director (ED) and is a full-time, exempt salaried position.

**Job Responsibilities include but are not limited to:**

Collaborate with the ED and lead the Education Committee, to support and manage the work plan for all programming, implementing foundation level development systems to include, but not limited to the following:

- Creation, planning, coordination and implementation of cultural and creative programs including but not limited to: children's education (Young at Art), career development (collaborations), social impact (Pivot Point, Veteran's Writing), visual arts, Winter Carnival Snow Sculptures, NozCaboose Studio Artist in Residency, and Create Space art pantry
- In coordination with ED, hiring and supervision of program staff, interns, contract labor and seasonal personnel
- Teach or assist teachers as needed for the successful running of programs, particularly Young at Art Summer Creativity Camps, School Days Off and After School programs
- Coordinate or provide transportation, lunches, snacks and paraprofessionals for program participants who receive scholarships or exhibit need
- Promote, review, award, track and report on program scholarship throughout the year
- Evaluation, reconciliation and recommendations for innovation of current and future programs
- Administrative and marketing support as needed including but not limited to: bi-monthly newsletter, design promotions and virtual graphics for programs, promote via social media outlets, newspaper interviews, update website with programs and activities: FaceBook events, social media posts, Happenings, News In Brief, Chamber calendar of events, press releases, newsletter entry, as found on the marketing checklist
- Oversee distribution of marketing materials for programs (i.e., posters, postcards and Young at Art brochures)
- Coordinate and collaborate with community educators to minimize overlap, maximize collaborations and increase impact and reach of education programs
- Promotion of job openings and other opportunities as needed
- Effectively recruit and manage volunteers for programming, activities, events, and other activities as needed
- Track, report and grow program participation, capacity and proceeds including development and management of strategy with input and oversight with ED
- Data management for programming: data entry, maintenance and analysis of data to increase overall programming capacity.

- Effective communication using interoffice, 3rd party software including but not limited to slack, Active Network, Eventbrite, Kindful and google docs.
- In collaboration with the ED, implement changes to programs and events to maximize the positive impact and financial sustainability
- Lead the Education Committee and/or work with a volunteer Chair to facilitate committee meetings to outline objectives, milestones and results.
- Perform other duties as directed by the ED
- Be a part of the Steamboat Creates team i.e., work with marketing committee and development director to promote, market and subsidize programs and facility use
- Work with ED to identify boards to serve on that further promote the mission of Steamboat Creates at the direction and approval of ED
- Sign up new members by understanding the Steamboat Creates' programming, relevance, communicating the mission and membership benefits
- Encourage and complete sales of artwork and collect and report data on potential collectors, visitors and art sales, as needed. Cash handling sales transactions. Train volunteers and artists to make sales.
- Work with bookkeeping for billing, record keeping and program management
- Sign up new members by understanding the Steamboat Creates' programming, relevance, communicating the mission and membership benefits
- Work with staff team and marketing committee on the organization's bi-monthly newsletter - gather information from staff, layout and send to constituents
- Be a RAST (Responsible Alcohol Service Training) Certified bartender
- Assist with fundraising efforts and be part of the fundraising team (i.e., selling ads, collecting auction items and procure sponsorships) including attending special event meetings and consult for AIP, HIR and others as needed
- Attend staff meetings and board meeting as requested
- Be kind and helpful
- Understand and communicate the mission of the Steamboat Creates and all of its programming, events and community offerings
- Understand and work with the ED to meet milestones and objectives of Steamboat Creates' strategic plan, participate in updates to the strategic plan as it relates to program development
- Work independently on a variety of projects like an octopus for creative programming
- Works with the direction of the ED

### **Qualifications:**

We are seeking an individual who is a master project manager, is highly skilled at communications on all levels, and is task, detailed and deadline oriented.

- A Bachelor's degree and/or equivalent experience.
- Ability to identify, cultivate, and manage participant relationships.
- Strong program development evaluation and innovation experience.
- High-energy, analytical, with a high degree of initiative.
- Acutely organized and self-motivated.
- Past experience in a team oriented work environment.
- Excellent verbal communication skills and demonstrated ability to write clearly, persuasively and accurately.
- Ability to engage a wide range of stakeholders and segments of the community through various channels.
- Ability and willingness to be nimble within given set of priorities while working as part of a team and with a "jump-in, can-do" attitude when needed.
- Be kind, helpful and informed.

## Preferred Qualifications:

- Prior experience in program implementation, evaluation and innovation
- Experience with computer software and willingness to learn and utilize new software to maximize program management and inter office communication

## Essential functions/working conditions

- Light physical demands including ability to lift 50 lbs.
- Must be able to work under the stress of meeting deadlines and changing priorities.
- Able to manipulate normal business machines and technology. For example; able to operate computer, software systems, office copiers, fax, remote access, phones and other IT as needed

## Qualities and Characteristics

A successful candidate will demonstrate an ability to collaborate, coordinate, meet deadlines, listen carefully while also expressing his/her own point of view, to demonstrate flexibility as s/he/they develop a common ground for programmatic changes. It is very important to have strong written and verbal communication skills. We expect staff members to have efficient organizational and multi-tasking skills, to take initiative and work hard because of an overriding commitment to nurture the arts so creativity flourishes in the Yampa Valley through programming and events.

## Salary and Benefits

Full-time position with an annual salary range starting of \$45,000 - \$60,000 depending upon qualifications and experience. Average work week: 40+ hours, with additional time required during peak times of the year, some weekends and evenings required.

## Steamboat Creates' Anti-Discrimination Statement

"The Steamboat Creates shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services."

### Mission:

Steamboat Creates enhances quality of life and economic vitality:

- For our creative sector through advocacy, promotion, education, infrastructure, and connections
- For our community and visitors by growing engagement in arts and cultural experiences

### Vision:

Steamboat Springs will be recognized as a thriving, world-class creative community.

### Values:

1. **Inclusivity** - Everyone has an important story to tell, dance, write or sing, and from that individual creativity, we are able to respond to the needs of our community. Community engagement is an avenue to enhance our capacity and to improve the lives of people from all walks of life. Improving the quality of engagement produces results that are mutually beneficial.
2. **Passion**: Passion is a powerful force—driving actions—determining direction. Passion is a word we equate with vibrancy and energy in our arts community. We believe that passion is a vital aspect of creativity. It is not something we, as creators of art, just decide to have. It is something that grows out of being involved in the creative process.
3. **Authenticity**: The value of authenticity plays an enormously important role in our personal lives and in our community's well being. Our sense of originality is rooted in traditions, history and heritage. Being our true selves, trusting each other and working towards understanding one another enables us to grow responsibly and inclusively.
4. **Sustainability** - We strive to be self-reliant and use only what we need, without jeopardizing the potential to meet our future needs. The value of sustainability grows from our pioneering heritage and spirit. It helps us advance our organizational and community priorities, achieve competitive advantage, and drive innovation.

**We nurture the arts so creativity flourishes.**



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Signature below indicates: you have read, understand and will execute the job description, the employee manual, uphold and contribute to the culture of Steamboat Creates its mission, vision and values. Additionally, you will represent Steamboat Creates with professionalism and kindness.

\_\_\_\_\_  
Program Director, Name

Kim Keith  
\_\_\_\_\_  
Executive Director, Name

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

