

# 2016 Program Manager Job Description

## Donna Lexa Art Centers

### **Overview:**

The Program Manager oversees all aspects of programming for the Donna Lexa Art Centers, including supervision of art therapy and art instructor staff and class volunteers, coordinating staffing of classes, completing new student assessments, directing program evaluation, and ensuring high quality of programming. This position is part-time, 20 hours per week **but with the strong possibility of hours expanding to 30 hours**, at our Waukesha location.

### **Job Duties**

#### **Student liaison**

- Schedule and conduct initial assessments with new participants and caregivers.
- Place new participants in classes that meet individual needs.
- Provide instructors with initial assessment information, including current medical information, on all students under their supervision.
- Direct the annual updating and maintenance of current student information, with assistance from Office Manager.
- Assess student evaluation and reporting practices on an ongoing basis and implement changes when needed.
- Ensure that individual participant needs continue to be met over time.
- Communicate as needed with participant caregivers, care managers, personal assistants, and other relevant community team members.
- Direct participants to community transportation resources to obtain transportation to and from class.

#### **Teacher liaison**

- Supervise all instructors and art therapists, including the Intern Coordinator, aides, and class volunteers; complete annual evaluations and report to Executive Director.
- Organize and implement orientation for new teaching staff and class volunteers.
- With the Executive Director, actively recruit teaching and art therapist staff.
- Oversee volunteer coordinator who places class volunteers, updates requests for volunteers, contacts and schedules new volunteer applicants.
- Schedule/hold team meetings for staff/volunteers/interns quarterly to address student and instructor needs, student evaluation and reports, and to facilitate sharing of knowledge and ideas.
- Facilitate bi-annual staff in-service training at team meetings that supports professional growth of staff, and identify potential continuing education opportunities in the community for instructor staff.
- Attend continuing education opportunities to guide growth in supervisory skills.
- Provide supervisory role for art therapists working towards licensure.

### **Studio/Classroom duties**

- Provide class coverage as needed for last-minute unavailability of instructor or coordinate cancellation of classes with Office Manager if coverage is not available.
- Observe all class sites, including outreach locations, at least annually to ensure maintenance of high quality programming and submit site evaluations.
- Maintain aesthetically-pleasing studios and report needs for maintenance and organizational equipment to Office Manager or building managers.

### **Community promotion & events**

- Give community presentations as requested on the benefits of participation in art.
- Under the direction of the Executive Director, coordinate community art exhibitions, receptions, and booths at relevant events to share participant artwork with the community and to market organization to new participants, with assistance from the Office Manager and Events Committee.
- Assist as needed with preparation for annual auction fundraiser.
  - Under the direction of the Executive Director, provide information and guidance in helping to market the programs of Donna Lexa Art Centers and work with partners to promote our programs and agency mission
  - Under the direction of the Executive Director, help to identify and concept new programs that fill a need in the marketplace, build partnerships at our three art centers and nearly two dozen outreach locations, expand DLAC's viability, and fulfill our agency's mission
- Other duties as assigned.

### **Requirements**

- Bachelor's or Master's degree in art therapy, art education, fine art, social work or other human services field. Master's preferred.
- 3-5 years of experience in supervision and program oversight
- Experience providing art programming for individuals with disabilities or other special needs
- The ability to work well independently, as well as to communicate well with staff
- Positive and empathetic attitude
- Registered art therapist highly desirable, but not required
- Experience working with veterans in art therapy highly desirable, but not required
- Possibility of teaching/ providing art therapy at DLAC in addition to program manager duties, if candidate desires

**Position is available immediately. Please email Deborah Hufford, Executive Director, at [Deborah@donnalexa.org](mailto:Deborah@donnalexa.org). Please include your resume and a cover letter expressing your interest in the position. Interviews will begin on June 6<sup>th</sup>.**