

## **Provincetown Commons, non-profit – Program Director**

### **OVERVIEW OF POSITION**

The Provincetown Commons supports creative professionals, artists, small enterprise, scientific and technological projects, and community initiatives through collaborative workspace, shared resources, educational programs, and economic development initiatives. Through the development and management of accessible space and resources, the Commons serves as a nexus for collaboration, vibrant relationships, and new economic opportunity for creative people in Provincetown.

We are looking for an innovative team member who can manage our Program offerings and work effectively within a small team to accomplish a wide range of program objectives. This is a perfect position for someone who is community-focused, communications-savvy and collaborative. This person will also be one of the daily faces of Provincetown Commons and will have a strong ability to connect with members and visitors to support our vision.

The Program manager will define and develop unique programs that support The Commons mission and provide meaningful outcomes for the arts and small business owners & entrepreneurs.

This position will report to the Executive Director.

### **Responsibilities**

#### **Oversee Non-Profit Program operations**

- Participate as a member of The Commons leadership team, helping to inform and guide The Commons growth and impact through our mission and values.
- Serve as a thought partner and collaborator to colleagues and community partners.
- Lead the development and management of the program budget. Support organizational fundraising efforts by presenting the program to funders and participating in fundraising events.
- Improve and oversee the application process for shared studio space and exhibition space.
- Maintain continuity and clear communication amongst members and coworkers.
- Develop relationship with the local community and effectively partner with local arts and culture organizations to represent The Commons in collaborations.

### **Programming**

- Author and prepare reports and presentations for the ED, funders, and Board, as needed. Perform administrative duties, update donor software, send timely follow up communications and thank you notes.
- Create partnerships with local businesses, artists & others to grow connections, support the broader community & introduce opportunities to benefit members.
- Develop programs to support small business and entrepreneur members.

- Be the front-face of the Provincetown Commons, sharing the heart, vision, and history of the community with visitors.
- Coordinate application, interview and selection process for shared artist studio space and exhibition space (indoor & outdoor). Provide feedback loop to ensure member satisfaction.

### **Build Membership**

- Warmly welcome and provide tours of the space to prospective members, confidently representing the Commons.
- Manage application intake, email and phone inquiries regarding The Commons Program offerings.
- Build program opportunities to engage alumni of The Commons programs.

### **Marketing & Events**

- Generate member highlights, press releases, public relations and promotions of all kinds.

### **SKILLS YOU'LL NEED:**

- **Multitasking & detail orientation** - careful and thorough tracking/organizing/managing various tasks at once
- **Excellent written and verbal communication skills** - strong grammar and creative expression
- **Ability to physically set up meeting space** – configure the furniture in the space to meet the needs of the planned event.
- **Authentic hospitality** - ability to make members feel comfortable and supported while fostering connections
- **Excellent time management** - ability to work quickly and efficiently without distraction
- **Appreciation for the Arts** - familiarity with Outer Cape arts organizations and offerings.

### **QUALIFICATIONS:**

- Robust/active online presence and familiarity with social media
- Familiarity with Google spreadsheets, Google calendars, etc., as well as Excel spreadsheets
- Experience using Little Green Light (software) and Squarespace (or other software) helpful
- Experience in project management, business operations, and/or sales preferred

We are an equal opportunity employer that embraces diversity of backgrounds, perspectives, experience and skills. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics.

### **TO APPLY**

**Please send a cover letter and resume to email [jill@commonsptown.org](mailto:jill@commonsptown.org)**

**In your cover letter please answer these four questions:**

- 1) Do you live in Provincetown, MA?
- 2) Why is this management position at the Commons interesting to you?
- 3) Which aspects of this position are right up your alley, and which parts are less so?

4) What is one possible in-house event you would enjoy planning that would benefit our Commons members?

Job Type: Full-time

Schedule: Regular business hours at The Commons with some flexibility, alternative hours during special events, and on-call availability for emergencies.

Staffed Hours: M- F 8:30a to 5:00p and Sat/Sun 10:00a – 2:00p

Salary: Commensurate with experience

Location: Provincetown, Truro (Required)