

**CENTRUM**  
**Job Description**

**JOB TITLE:** Program Manager – Residencies & Artist Projects  
**JOB STATUS:** Full-Time Exempt Position with Benefits (Exempt)  
**REPORTS TO:** Executive Director  
**PAY RANGE:** \$25 - \$30 an hour DOE

**Overview**

Centrum is at an exciting moment of launching a new series of public-facing residencies, *In the Making*, in addition to its suite of offerings that include the *Emerging Artists and Writers Residency*, the *Curatorial and Arts Worker Residency*, and *Self-directed Residencies*. Collectively these residencies attract over 500 applications a year and over the past decade the program has established a growing network of curators, artists, writers, and professionals who help jury and curate the residents. In anticipation of ongoing renovation to lodgings and studio spaces, Centrum seeks someone with a vision for the next chapter of programming and a passion for supporting artists and creatives in their need for time, space, and resources to help them thrive and build community.

The development of the residency program shall align with the strategic goals of Centrum determined in collaboration with the Executive Director and fellow Program Managers. Ideal candidates will attract artists and creative practitioners while overseeing the administration, promotion and community engagement activities for residencies. Competitive candidates will offer a strong network in regional and national artist communities. This is a senior staff position.

### **Essential Functions**

#### Managerial & Curatorial

- Craft compelling narratives and visions for the future of the residency program, along with ideas for fund-raising and building donor support.
- Manages the Coordinator of Residencies and Artists Projects and helps envision a future staffing and funding scenario to support growth and public programming components of the residency program.
- Oversees decision-making for jurying and curatorial processes, with a focus on equity and diversity in terms of race, ableness, gender, levels of experience, and other identity-positions.
- Designs and coordinates staff support for public-facing residency components as part of *In the Making* for the residency program through diverse, responsive events and activities such as art openings, exhibitions, lecture/demonstrations etc.
- Maintains and facilitates existing Residency Program partnerships and research and develop new strategic partnerships.
- Maintains close contact and familiarity with local, national, and international growth trends in the program area.

#### Marketing

- Promote the residency program to an expanding regional, national and international network.
- In coordination with Development and Marketing, manage and update alumni network.
- Assist in the development of appropriate and compelling Residency Program communications (website content, marketing materials, social media, etc.).

#### Administrative

- Participating in creating an annual budget for the residency program aligned with the organization's strategic imperatives of artistic excellence, cultural competency, partnership and financial sustainability.
- Oversee processes for communicating and providing on-site support for residencies (i.e. working with campus-based systems, and being on-call for residents as needed).
- Oversee processes for scheduling and facilitating arrival and stay of residents at Fort Worden, including requirements for international residents.
- Participate in Board of Directors and committee meetings as requested.

## Development

- Actively promote and solicit support for the residency program in partnership with the Executive Director and resource development team.
- Prepare reports for granting organizations.
- Research new funding possibilities, help develop sponsored residencies, and participate in fundraising events and formulation of development strategies around support of residencies.

## **Position Requirements:**

- Bachelor's degree in related field or equivalent professional experience
- Three-plus years of experience in management of arts programs, preferably with an interdisciplinary focus.
- A passion for the arts across disciplines and a strong commitment to supporting emerging individuals.
- Excellent social skills and an ability to work proactively with artists and liaise with donors, sponsors, and other professional colleagues.
- Proven ability to work collaboratively with others.
- Must be willing and able to work weekends and evenings when needed.
- Some travel required.

To apply, submit resume and cover letter to:

Linda Madison, Director of Human Resources  
Centrum Foundation  
PO Box 1158  
Port Townsend, WA 98368  
[hr@centrum.org](mailto:hr@centrum.org)  
(360) 385-3102 Ext. 121

**Program Manager - Residencies & Artist Projects**  
**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Walking			X		
Standing			X		
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	

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Grasping with hand, gripping			X		
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X

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Distinguishing colors			X		
Hearing conversations or sounds					X
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

*Created: October 2, 2023*

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Employee Signature

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Date