

Folklore Village Assistant Program Manager

The Assistant Program Manager works with the Program Manager and the Executive Director in developing and implementing the annual programming plan and schedule of events. This plan includes meeting Folklore Village's artistic, programmatic, public service, and budgetary goals. The Assistant Program Manager is responsible for rentals at Folklore Village and for assisting in the operation of program events, including festivals, dances, school programs, and the like. The position requires some weekends and nights, as well as some regular daytime office hours.

Supervisors: Folklore Village Program Manager and Folklore Village Executive Director

Hours: Approximately half-time position. This part-time position will average around 20 hours/week; possibly more during heavy event scheduling.

Salary: \$15/hour

Probationary Period: 4 months

Benefits: 10 Vacation days annually first two years (15 days annually thereafter), Holiday pay, and 6 Sick days annually, all prorated according to actual hours worked, in accordance with Folklore Village Personnel Policies.

The **Folklore Village Assistant Program Manager** will be a key staff member in the Folklore Village team. This fast-paced and fun position encompasses managing facilities rentals, including weddings, business meetings, and community groups. Additionally, this person will assist the Program Manager and/or the Executive Director with Folklore Village's public events as described below, at the discretion of, and under the direction of the supervisors.

Responsibilities

Rentals

This is one area that will be entirely your responsibility.

- Answer all email and phone inquiries associated with rentals at Folklore Village
- Provide all rental information requested
- Schedule and execute rental tours, working with the client's availability
- Contract with clients; manage financial arrangements in conjunction with the Office Manager
- Coordinate with rest of staff regarding open dates for scheduling, and facility and supply needs for rentals. Work with Office Manager on received payments, including deposit receipts and returns, and actual rental fees. Communicate all rentals through the contract book, the office wall calendars, and the "Space Master."
- Day-of event coverage – open the spaces at the contracted time, provide any assistance needed by the client, be on-call throughout the length of the event, return at end of event

to check out and ensure all contracted agreements are in order (i.e. cleanliness, no damage) and check client out of the space by the contracted time

- Handle any promotions specifically associated with Folklore Village rentals (rack card, ads, etc.)
- Help develop strategies for expanding our rental business
- Other tasks as assigned

Assist with the following, as needed:

Communications

Under the direction of the Program Manager, and as requested:

- Help prepare and send out regular email newsletter (approximately every three weeks)
- Help update social media, as necessary
- Help prepare and issue press releases to relevant media
- Help send online calendar of events information to pertinent outlets and organizations including Chambers of Commerce and publications such as “The Hidden Valleys of Southwestern Wisconsin”
- Help document events with photos for promotional purposes and keep database of photos
- Help promote events through appropriate channels including dance groups, cultural clubs, etc.
- Help distribute flyers associated with events in surrounding locations such as Dodgeville, Mineral Point, Mount Horeb, Spring Green and Madison
- Help with updating website, including event information and registration forms

3-day to 5-day Weekend Festivals

- Under the direction of the Program Manager, help compile daily schedule of activities and coordinate with festival partners who curate and arrange for artistic staff
- Under the direction of the Program Manager, supervise and provide support to artists during festival
- Help with check-in of participants at festivals, answer questions, direct participants
- Help oversee volunteers, including scholarship participants
- Help ensure success and smooth running of festivals
- Assist with setting up and breaking down for event

Dances, Socials, Concerts, Family Events

- Help supervise volunteers; handle collection of admissions; supervise event – assist participants and artists; build relationships with attendees and encourage a nurturing, welcoming spirit of fellowship
- Assist with setting up and breaking down for event

Senior Outreach

- Under the direction of the Program Manager, help schedule and contract artists to play music at Folklore Village and care sites in Iowa County

- Help set up and break down events as necessary; greet artists and seniors; assist with special needs guests; help serve snack to guests; prepare activity reports

School Programs

- Under the direction of the Program Manager, teach some classes and give introduction, as needed

Open Mics

- Help Program Manager, or share responsibilities, for setting up room, facilitating the evening, and breaking down afterwards

Folklore Village Folk School

- Assist the Executive Director with the on-the-ground activities associated with the Folklore Village Folk School sessions

General

- Help answer telephone and direct messages, as needed, during regular office hours
- Other tasks, as assigned

Required skills and abilities

- Strong communications skills, both oral and written
- Knowledge of and experience in event planning; experience with event management
- Functional knowledge of computers and software, to include email, Microsoft Word and Excel. Experience with website modifications (Right now, we use Wordpress). Database familiarity, especially Filemaker, a plus.
- Experience with social media including Facebook, Instagram
- Reliable communication tools such as a phone where you can be reached while on-call.
- Reliable transportation

Desired skills and abilities

- Ability to set up a sound system, and run sound, as needed
- Experience with children's programming a plus
- Strong interest in traditional music, dance and craft preferred
- A strong desire to learn the nuts and bolts of program management

Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is regularly required to stand, walk, and/or sit (occasionally for extended periods of time). The employee is *occasionally* required to use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and *consistently* talk or

hear; and *rarely* taste or smell. The employee must be able to lift and/or move up to 35 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

To apply for the position, please submit an application, a resume, and a cover letter. Priority will be given to applications received by **January 31, 2024**. Position open until filled.

Submit to: Terri Van Orman: terri@folklorevillage.org

Or via postal mail: 3210 County Road BB, Dodgeville, WI 53533