

Job Title: Program Director

Organization: ASAP!

Job Type: Full-Time

Office Location: Washington Depot, CT

About Us:

ASAP! is a dynamic non-profit organization dedicated to fostering arts-infused education that inspires creativity, collaboration, and joyful learning. We provide year-round and summer programs for children and families, collaborating with schools, teaching artists, and community organizations to enrich lives through the arts.

Job Description:

The Program Director will oversee the design, implementation, and management of innovative arts-based education programs in alignment with ASAP!'s mission. This role involves leading program development, managing logistics, coordinating with teaching artists and schools, and building partnerships with community stakeholders. The ideal candidate is a strategic thinker, excellent communicator, and passionate advocate for the arts in education.

Key Responsibilities

Program Management

- Develop, plan, assess, and staff arts education programs and camps.
- Serve as the Camp Director for ASAP! Summer Camp, including first aid and medication administration responsibilities (training provided).
- Draft and manage Teaching Artist Agreements.
- Coordinate Certificates of Insurance for programs and events.

Event Coordination

- Represent ASAP! at community events and oversee celebration event timelines and logistics.
- Organize and manage event volunteers.

Partnership Building

- Maintain relationships with teaching artists, school administrators, school teachers, students, and parents.
- Manage the teaching artist roster in collaboration with the Education Coordinator.

Financial Oversight

- Manage financial aid and scholarships for participants.
- Assist with securing event sponsorships and build relationships with our supporters.
- Create and monitor program budgets and collaborate with the Business Manager or accountant on financial matters.
- Provide program-related content for grant applications and reports.

Marketing and Outreach

- Collaborate on and provide program content for website, social media, and newsletters.
- Collaborate with Marketing & Communications Coordinator on program details for press releases.
- Attend community events to promote ASAP! Programs and build relationships.

Staff Leadership

- Conduct program team meetings, annual evaluations, and oversee professional development for program team.
- Onboard and train new hires, interns, and volunteers associated with programs/events.
- Provide weekly individual check-ins with team members.
- Maintain and update organizational tools such as Basecamp.

Database Management

- Manage and update CRM (Bloomerang or equivalent) for program and event data.
 - Pull program reports, including participant sheets and financial summaries.
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Qualifications

- Bachelor's degree in education, arts administration, or a related field (Master's degree preferred).
 - Minimum of 3-5 years of experience in program management, arts education, or non-profit leadership.
 - Strong organizational and communication skills.
 - Experience managing budgets.
 - Proficiency in CRM software, Google Workspace, and project management tools.
 - CPR and First Aid Certification (can be obtained upon hiring).
 - Familiarity with Quickbooks is helpful.
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Pay: \$64,000-\$68,000

Paid vacations and holidays
401K plan available

Why Join ASAP!

- Be part of a mission-driven organization passionate about arts-infused education.
- Lead innovative programs that make a meaningful impact on children and families.
- Collaborate with a talented and dedicated team.

How to Apply:

Please send your resume, cover letter, and three references. Applications will be accepted until Feb. 20.

ASAP! is an equal-opportunity employer and welcomes candidates from diverse backgrounds.