Ahha Tulsa
Job Description

**Position Title:** School and Community Programs Manager  
**Reports To:** Director of Programs & Engagement  
**FLSA Status:** Salaried/Exempt  
**Salary:** $50,000 per year

Ahha Tulsa is a 501c3 nonprofit organization whose mission is to cultivate a more creative community. Founded in 1961, ahha advocates for arts and culture policies and programming in the community and in the education system. Ahha takes a lead role in fostering cooperation among Tulsa arts and humanities organizations as a whole to benefit the entire community; and develops, supports and nurtures innovative programs and exhibits that bring the arts to the public. Ahha operates a state-of-the-art facility to support the mission, the ahha Hardesty Center in the downtown Tulsa Arts District.

**Position Summary:**
The School and Community Programs Manager is responsible for overseeing ahha’s education and community outreach programs. The Manager works both independently and collaboratively to ensure a positive participant experience, and highly effective logistics for school and community participation in ahha’s outreach programs. Primary areas of responsibility include school and community program planning and execution, part-time staff development and management, and budgeting and financial oversight. In addition, the Manager works collaboratively with colleagues to help identify and measure key performance indicators to drive participant growth and satisfaction.

**Essential Duties and Responsibilities:**
*Other duties may be assigned in keeping with the mission of ahha Tulsa.*

- Works collaboratively with Director of Programs & Engagement to create, modify, manage, and evaluate innovative, engaging, research-based school and community programs for diverse audiences of all ages.
• Manages all aspects of: Artists in the Schools, After School Artists Residencies, Community Arts Partnerships, PK-12 School Tours, and other programs as assigned
• Works collaboratively with the Director of Programs & Engagement to oversee and implement the daily operations of Any Given Child-Tulsa
• Works collaboratively with Arts & Humanities Council affiliates and other community partners to develop engaging, innovative, and mutually beneficial programs for diverse audiences of all ages in the community, as appropriate
• Creates professional development opportunities and curriculum for K-12 teachers
• Creates and implements professional development opportunities for School and Community Program Teaching Artists
• Provides Communications Director with content for marketing, e-news, and digital promotions
• Seeks ongoing opportunities for meaningful professional development
• Stays informed on current trends and best practices in art education

Ahha Values:
Employees of ahha must be committed to upholding the values of the organization. At ahha, we are:

  Creative, Accessible, Engaging, Collaborative, and Fun!

Supervisory Responsibilities:
Directly supervises contract school and community Teaching Artists. Carries out supervisory responsibilities in accordance with the ahha's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

  Continuous Improvement
  • Works hard consistently and enthusiastically
  • Displays original thinking and creativity
  • Meets challenges with resourcefulness
  • Develops innovative approaches and ideas

  Integrity
  • Accepts accountability for personal performance and behavior
• Admits and takes responsibility for correcting mistakes
• Represents collective interests over personal gains

**Teamwork**
• Able to establish and maintain effective and professional working relations with coworkers
• Relates well to all kinds of people, building rapport with diplomacy and tact
• Shows empathy and respect towards others

**Customer Service**
• Deals courteously and effectively with the public at all times
• Responds promptly to customer needs
• Solicits customer feedback to improve service

**Safety and Security**
• Adheres to all safety regulations and policies and maintains a safe and productive workplace for visitors, program participants and fellow employees
• Reports potentially unsafe conditions

**Project Management**
• Develops project plans
• Coordinates projects and communicates changes and progress to the team
• Completes projects on time and budget

**Leadership**
• Displays passion and optimism
• Inspires respect and trust
• Serves as a role model for employees, embodying AHCT’s core values
• Mobilizes others to fulfill the AHCT mission and vision
• Accepts feedback from others
• Gives appropriate recognition to others.

**Managing People**
• Delegates tasks, projects and assignments effectively
• Includes staff in planning, decision-making, facilitating and process improvement
• Makes self available to staff
• Provides regular performance feedback
• Develops subordinates' skills and encourages growth
• Continually works to improve supervisory skills.

Business Acumen
• Understands business implications of decisions
• Displays orientation to profitability
• Demonstrates knowledge of market and competition
• Works within approved budget
• Develops and implements cost saving measures
• Develops strategies to achieve organizational goals
• Adapts strategy to changing conditions

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor’s degree or equivalent from college or university in art education, studio art, museum education or related required, Master’s degree preferred; four or more years related experience and/or training; experience teaching art and working with K-12 educators; or equivalent combination of education and experience.

Language Skills
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of AHCT employees, managers, clients, customers and the general public.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, proportions and percentages. Ability to apply basic concepts of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and decimals to practical situations.

Computer Skills
Microsoft Word; Microsoft Excel; Microsoft PowerPoint or Prezi; Square or equivalent point of sale system; Tessitura or equivalent programs registration system.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires moderate standing; moderate walking; substantial sitting; moderate reaching with hand and arms; minimal climbing or balancing; minimal stooping, kneeling, crouching or crawling; substantial talking or hearing; lifting up to 20 pounds.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment involves minimal wet or humid conditions; minimal work near moving mechanical parts; minimal work in high, precarious places; minimal work with or around fumes or airborne; minimal work with or near toxic or caustic chemicals; minimal work in outdoor weather conditions; moderate work with moderate noise level; and moderate work with high noise level.