

CHICAGO HUMANITIES FESTIVAL

PROGRAM MANAGER

Reports to: Co-Creative Directors

Classification: Full-time, exempt

ORGANIZATION

The Chicago Humanities Festival (CHF) presents the most compelling authors, artists, and thinkers of our time, connecting people to the ideas that shape and define us. Insightful, entertaining, and interactive, Festival events are a platform for authors, journalists, scholars, policymakers, and other thought leaders, as well as for artists, actors, musicians, comedians, and cultural figures. Our programs provoke conversations, celebrate creativity, build community and explore the boundaries of contemporary knowledge and culture. CHF values programming that reflects multiple viewpoints and lived experiences, is accessible and inclusive and speaks to diverse audiences. We program across Chicago, bringing people and ideas together in various neighborhoods. CHF seeks to facilitate an engagement with ideas that transcend individual concerns, to enable empathy and connection through shared experiences. We are a hybrid office, working together remotely and in the office; evening and weekend availability is required during festival seasons—more information at chicagohumanities.org.

POSITION DESCRIPTION

The Chicago Humanities Festival seeks a creative, conscientious, and energetic individual to serve as Program Manager. The primary responsibility of this position is to serve as a critical member of CHF's programming team, helping to develop and execute programs for our year-round schedule, including annual spring and fall festivals. In addition, the Program Manager will focus on named lectures and academic partnerships and booking ongoing CHF series.

Position reports to the Co-Creative Directors and assists with the day-to-day supervision of part-time Program Staff and Intern(s).

JOB RESPONSIBILITIES

In dialogue with CHF's Co-Creative Directors, pitch, book, and manage a portfolio of CHF programs and events, including:

- Researching and pitching programming ideas, including talks, performances, and artist projects.
- Identifying and booking qualified presenters, moderators, and other program participants.
- Negotiating terms and contracts with presenters and partners.
- Serving as a primary Festival point of contact for presenters and partners leading up to the event and on-site for in-person events.
- Collecting and sharing presenter and partner assets (bio, photos, pull quotes, logos, etc.) with the Marketing Team.
- Supporting presenter and partner festival access, including communications and distribution of Festival Access badges, comps, flyers, promo codes, etc.
- Assist in generating and issuing contracts, program introduction scripts, and other important planning documents.
- In collaboration with Program Administrator, maintain and update relevant databases, including pitches, programs, presenter demographics, subject diversity, partner organizations, book sales and signings, budgets, logistics, etc.
- Train and supervise Program Intern(s) as needed.
- Participate in staff-wide meetings and events.
- Opportunity to serve on CHF internal committees (DEAI, e.g.) as appropriate.

QUALIFICATIONS

- 4+ years of experience and a proven track record of success in developing programming and working with high-profile presenters.
- Wide-ranging interest in arts, culture, politics, social issues, science, and technology.
- A commitment to diversity, equity, inclusion, and accessibility in CHF programming and workplace culture.
- Familiarity and ease working across Chicago's neighborhoods and organizations serving young populations.
- Highly organized, flexible, and resourceful team player who is proactive in identifying and solving problems
- Professional demeanor, excellent written and verbal communication skills
- Ease in public speaking and leading group conversations
- Solid computer, data entry, database, and file management experience (Google Suite, AirTable, Adobe a plus).
- An ability to take direction and work independently and as part of a team.
- Desire to establish strong working relationships and work effectively with others inside and outside the organization.
- Able to multi-task with several projects simultaneously in a fast-paced, mission-driven, collaborative environment.
- High energy, positive personality, flexibility, resourcefulness, and assertiveness in problem-solving.

COMPENSATION AND BENEFITS

This is a full-time position with a starting salary of \$50,000–55,000. Benefits include health coverage, dental, vision, 403b (with employer match), life insurance, short and long-term disability, parental leave, commuter spending plan, and accrued time paid time off at the rate of 17 days for this fiscal year. The Festival is also closed for ten observed holidays and allows for one floating religious holiday, in addition to winter break (December 25 through New Year's Day) as time off.

WORK LOCATION AND COVID-19 POLICIES

We work in a hybrid model with two days (at the moment) in the office and other days working remotely. While working remotely, you will have access to a laptop computer and a \$25 per pay period (\$50/month) stipend to offset home internet and personal phone expenses.

As part of our commitment to providing a healthy and safe workplace, CHF requires employees to provide proof of vaccination against COVID-19 within the first week of employment. If vaccination is not possible, a request for a medical or religious exemption can be made with Human Resources.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY, AND INCLUSION (DEAI)

The Festival is committed to providing a diverse, equitable, accessible, and inclusive workplace where all employees and volunteers, whatever their gender, race, religion, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal employment and advancement opportunities in our departments, programs, and policies. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

TO APPLY:

Email your cover letter and resume to programsearch@chicagohumanities.org by **Friday, January 6, 2023**. Please format the subject line: 2022 Program Manager: "[Your Name]."

Candidates who are selected for an interview will be notified via email. No phone calls, please. We look forward to reviewing your materials. Thank you!

The Chicago Humanities Festival is an Equal Opportunity Employer