

Oregon Folklife Network: Program Manager Job Announcement

The Oregon Folklife Network (OFN), the state of Oregon's designated folklife organization, is recruiting a .75 FTE Program Manager. Based at the University of Oregon in Eugene, the OFN's mission is to document, sustain, and promote Oregon's folklife and cultural heritage through research and public programming. Under the direction of the Executive Director, the Program Manager is responsible for participating in OFN fieldwork and folklife programming and related activities, overseeing office support, and contributing to grant writing, fundraising, accounting, records management, and staff oversight. There is the possibility that the FTE would increase depending on need, funding, and performance.

DUTIES AND RESPONSIBILITIES

- Work as a team with Executive Director, advisory boards, network partners, interns and work-study students to achieve Network goals, initiatives, and activities
- Conduct fieldwork with Oregon communities and coordinate folklife programming across the state with the OFN director, affiliated faculty, and OFN student interns
- Oversee general office support
 - Manage hard-copy and electronic records
 - Process purchases, invoices, and reimbursements
 - Manage calendar
- Oversee the monitoring and maintenance of the OFN website, listserv, and digital media presence
- Participate in grant writing and other fundraising activities
- Participate in organizing special events
- Facilitate communication with network partners and boards on campus and across state
- Oversee student interns and workstudy workers
- Network with professional folklorists across the state and nation
- Travel to professional meetings as funds permit
- Archival duties in consultation with UO Special Collections
- Other duties as assigned by the OFN director

EXPERIENCE AND QUALIFICATIONS

- A minimum of one year working for a public folklore or related arts and culture organization
- A minimum of three years working in managing administrative and/or business operations
- A minimum of a master's degree in folklore or related field
- A record of successful grant writing
- One year experience managing websites, databases, and other institutional computer systems.
- Must be able to communicate effectively orally and in writing
- Excellent computer skills, preferably word processing, spreadsheet, digital media, video editing, presentation and web programs
- Capacity to interact competently with a culturally, economically, and ethnically diverse population of artists, community members, advisory board members, volunteers, staff, students, and faculty members and be able to work respectfully with all age groups.
- Ethnographic fieldwork experience
- Experience in art and culture programming

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

APPLICATION PROCESS

Application deadline: February 9, 2012. The search committee will begin reviewing applications on February 10. The position will remain open until filled. Final candidate must successfully complete a criminal background check.

Qualified applicants should submit the following:

- A letter of interest, addressing qualifications above.
- A detailed resume or curriculum vitae.
- A minimum of three professional references with contact information.

Send complete applications either electronically or as a hardcopy to:

Dr. Lisa Gilman, Search Committee Chair
The Oregon Folklife Network
6204 University of Oregon
Eugene, OR 97403-6204
lmgilman@uoregon.edu
541-346-3967
<http://ofn.uoregon.edu>

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