Title: Senior Manager, Fellowship Programs
Department: Programs and Engagement
Reports to: Deputy Director, Programs and Engagement
Status: Salaried, Exempt
Salary Range: $70,000–$80,000
Schedule: Full time, 40 hours/week; occasional evenings/weekends required

About Headlands Center for the Arts
Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission
Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description
The Senior Manager, Fellowship Programs reports to the Deputy Director of Programs and Engagement and is responsible for strategic planning, conceptualization, and implementation of fellowship programs at Headlands as well as a menu of programs, retreats, exhibitions, and other activities that support the Fellows and Headlands. The Senior Manager, Fellowship Programs works with the programs team and staff at Headlands to support the trajectory of Fellows at Headlands from outreach and application to individualized guidance on Fellows’ projects and programs and fellowship program feedback and evaluation. This person is primarily responsible for the Graduate Fellowship, Bay Area Fellowship, and Threshold Fellowship programs and advises on and implements artist applications and the selection process. The Senior Manager, Fellowship Programs will develop strategic collaborations within Headlands, as well as outside partnerships that advance the reach, impact, and relevance of Headlands fellowships as well as offering direct support that connect Fellows to a range of Headlands resources and networks.

The Senior Manager, Fellowship Programs works with the Executive Director and the Deputy Director of Programs to develop, produce, and present public events, exhibitions and special programs, as needed. This person will set goals for the area in consultation with the Deputy Director of Programs and Engagement and the Executive Director.

Responsibilities
All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.

Fellowship Management
- Steward Headlands’ Graduate, Bay Area, and Threshold Fellowship programs.
- Produce and distribute guidelines for application and maintain an active outreach and recruitment program for all Fellowship programs.
• Oversee application, review, and selection process, including application editing, outreach to potential applicants, and communication with applicants and panelists
• Manage regular artist/partner communications.
• Orient incoming artists; act as ongoing support/organizational liaison for Bay Area and Threshold Fellows with communication of events, dinners, formal and informal activities and advocacy for artist needs during organizational planning and prioritization.
• Project manage the Graduate Fellowship culminating exhibition.
• Solicit, gather, and prepare information for ongoing program evaluation.
• Administer the Threshold Fellows’ stipends and the Bay Area Fellows’ stipends and health care coverage.
• Work with the communications team to bring visibility to Fellows’ projects and the Headlands Fellowship programs.
• Collaborate with the programs team on the assembly of a robust and engaging seasonal calendar of programs that includes Fellows’ projects.

General Department Support
• Some database maintenance for the program department, especially around applicants and alumni artists.
• Organization and archiving of information on the organization’s shared server and Google Drive.
• Attend staff and departmental meetings.
• Work collaboratively with the Programs team and Operations and Facilities Departments to produce and plan cross-departmental initiatives such as exhibitions and Open Houses.
• Participate in interviews and selection of interns and oversee intern’s programming projects as needed and/or when appropriate.
• Other duties as needed.

Position Requirements
• A BA Degree or commensurate experience required
• 2+ years of arts administration experience preferred
• Experience working with public sector agencies preferred
• Excellent interpersonal, communications, and collaborations skills
• Excellent client services skills
• Excellent written and oral communication
• Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and varied socio-economic client population
• Experience with or willingness to learn about diversity, equity, and inclusion initiatives
• Must be able to work both independently and as a member of a team managing deadlines and communicating effectively to staff across all levels of the organization
• Must be computer literate with proficiency in GSuite, Slack, Salesforce, and Microsoft Office Suite applications, including strong MS Word and Excel skills
• Due to our Marin Headlands location, reliable vehicle access is required
• Must be able to work occasional nights and weekends

Physical Requirements
• Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms
• Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl
• Must be able to do extended periods of work at a computer
• Must be able to assist with events, which includes lifting up to 25 lbs.

**To Apply**

Headlands Center for the Arts is committed to a diverse and pluralistic workplace. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be “Senior Manager, Fellowship Programs/your name.” **Please submit applications by Sunday, January 29, 2023.**

**Review of applications will begin Monday, January 30, 2023 and continue until the position is filled.** Please note that due to the volume of applicants, only candidates who will be invited to interview will be contacted.

**Equality Employment Opportunity Policy**

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual’s race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.