



## EDUCATION AND PROGRAMS MANAGER

Level: Manager  
Job location: DCP office (Dallas, TX) with possibility of 2-3 days per week working remotely  
Position type: Full-Time, Long-term, Hourly, Non-exempt  
Salary: \$25-\$27/hour based on experience  
Paid Days Off: 10 days - PTO combined vacation and sick leave; 8 days - Paid holidays  
Reports to: Executive Director  
Position starts: As soon as possible

Dallas Center for Photography seeks an **Education and Programs Manager** to join our small but mighty team. Primary responsibility will be developing and managing our photography classes and workshops, gallery exhibitions, outreach programs, and events. The person in this position will also help with non-public facing operations that support our programming and community engagement. The ideal candidate is a detail-oriented, friendly, flexible, multi-tasker with experience in the nonprofit world, and has a passion for the arts in North Texas.

DCP is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability status, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Responsibilities for this position include but are not limited to:

- **CLASS AND EVENT PROGRAMMING:**
  - Along with the Executive Director, develop the year's schedule of classes, workshops, and events to create an engaging variety of educational experiences that attracts both creators and appreciators of photography.
  - Prepare for all classes with collection of materials from instructors, communication with attendees, cleaning of the classroom/gallery, and booking models and/or venues when needed.
  - Manage the website content management system for posting classes and events.
  - Manage the schedules of contracted teachers and workshop assistants.
  - Coordinate with businesses and corporations seeking photography workshops as employee teambuilding opportunities.
  - Assist the Executive Director in adding new teachers and speakers and developing new classes and event.
- **GALLERY:**
  - Along with the Executive Director, develop the year's gallery schedule of exhibitions including juried competitions, community work, and single artists.
  - Manage call for entries by coordinating with jurors, maintaining the submission portal, and communicating with those selected for the exhibition.
  - Coordinate the exhibition and work with staff and volunteers for preparations of events in the gallery.
- **VOLUNTEER MANAGEMENT:** Coordinate volunteer projects and match volunteers with upcoming opportunities.
- **OUTREACH PROGRAMS:** Coordinate school field trips; maintain community partnerships and create new partnerships as the opportunity arises.
- **MARKETING AND COMMUNICATIONS:** Assist in the promotion of all classes, events, and exhibitions; assist in the management of the DCP WordPress website; author/co-author content for website and social media.
- **EVALUATION:** Manage the evaluation of all programming so that impact can be SMART (specific, measurable, achievable, relevant, and timely).

Qualifications:

- Someone who has lived in the North Texas area and is aware of, and preferably involved in, the cultural and arts landscape. An interest in, or experience with, photography is a plus.
- Bachelor's degree with 3-5 years of experience in nonprofit program management, arts administration, or a closely related field.



- Experience in program design and evaluation.
- Experience working with a grant writer.
- Leadership qualities and supervisory experience desired.
- Consistent use of a personal vehicle.
- Excellent customer service skills.
- Excellent organizational and time-management skills.
- Creative problem solving and decision-making skills.
- Fiercely curious, quick to absorb new information and processes.
- Strong computer and software skills; ability to learn systems quickly is essential.
- MailChimp layout and management skills are a big plus.
- Strong writing and copy-editing skills.
- Exceptional verbal, written, and in-person communication skills.
- Comfortable both working independently and collaborating within a small team.
- A punctual, professional, non-smoker willing to follow DCP's scent-free policy.

Some evenings and weekends required. Some work can be done remotely. Essential, physical job requirements include spending 50% of time remaining stationary at a desk and computer, cleaning, lifting, and transporting folding tables and chairs weighing up to 35 pounds, and ascending one flight of stairs.

**For consideration, send a personalized email and resume to [work@dallascenterforphotography.org](mailto:work@dallascenterforphotography.org).** Be prepared to supply a list of recent, relevant references if you are contacted about your application.

While we thank you for applying, we are only able to respond to qualified applicants. Applications will be disregarded unless they include all the above items, meet most job requirements, and are professional in tone, spell-checked and well-formatted. Please do not call. We will respond to all qualified applicants by email.

### **About Dallas Center for Photography**

DCP's mission is to serve as a focal point for creators and appreciators of all forms of photography through education, mentorship, exhibitions, and community outreach. Our vision is to establish North Texas as a national leader in the art of photography.

DCP is the only nonprofit in North Texas dedicated exclusively to the art of photography. We exist to give everyone, including those who otherwise might not have the opportunity, a place to learn, tell their stories, share their creativity, be inspired by others, and build community through this art form.

It is our core belief that the power of photography fuels personal growth, and we connect our community to this mission by providing transformational education, events, and exhibitions. Our community-focused gallery and education center sits in the Dallas Design District, amidst the thriving arts and design scene of North Texas.