



Title:	Education Program Manager
Supervisor:	Programs Director
Full-time/Part-time:	Full-time
Exempt/Non-Exempt:	Exempt
On-Site/Remote:	Hybrid: on-site from mid-May to mid-September; remote for remainder of the year, pending the right candidate.
FAWC Housing:	Available if needed during on-site months, with subsidized rent charged.
Application Deadline:	October 31st, 2025

Summary:

The Fine Arts Work Center is a leading organization dedicated to encouraging the growth and development of emerging visual artists and writers and restoring the year-round vitality of the historic art community of Provincetown, Massachusetts.

We seek to hire a full-time, year-round Education Program Manager. Supervised by the Programs Director, this position plays a key role in FAWC's efforts to create and sustain a robust range of extraordinary educational opportunities for artists and writers at all levels of their craft.

Who We Are (About the Organization):

The Fine Arts Work Center (FAWC) is an artist-led organization based in Provincetown and connected to the world. We support artistic freedom, nurture creative connections, and make possible artistic achievements important to the larger culture.

In 2024, the Fine Arts Work Center was named one of the top three artist-founded and artist-led residencies in the world by Artnet. Since its creation nearly 60 years ago, our signature Fellowship has become one of the world's leading residency programs. Each year, the Work Center offers 20 seven-month residencies to a juried group of emerging visual artists, fiction writers, and poets. During this time, Fellows have the opportunity to pursue their work independently in a diverse and supportive community of peers. The Fine Arts Work Center also presents an open enrollment Summer Workshop Program that serves hundreds of students and faculty in Provincetown each summer; an online programming initiative recently rebranded as FAWC Online that promotes creative practice; and an extensive series of year-round cultural events, exhibitions, and artist residencies.



What We Are Seeking (Purpose of Position)

The Education Program Manager is dedicated to ensuring that all participants feel welcome and included, and that every one of them has an exceptional experience. Their primary responsibility will be working with the Program Director to plan, produce, and administer FAWC's renowned Summer Workshop Program.

Each summer, FAWC offers 60-65 week-long, open-enrollment workshops in creative writing and visual arts, taught by award-winning faculty. We welcome over 500 Summer Workshop Program students. Our writing workshops include classes in poetry, fiction, memoir, nonfiction, playwriting, and more. Our visual arts workshops include classes in painting, drawing, printmaking, sculpture, watercolor, photography, and more.

The Education Program Manager will also provide support for FAWC's online education program, which offers a wide range of year-round resources, events and workshops for artists and writers of all levels, as well as support for shoulder season residencies, FAWC events, and other community-building activities.

Essential Job Functions

The following duties are essential to the role that must be performed with or without reasonable accommodations:

Summer Workshop Program:

- Scholarships
 - Works with Program Director to onboard new scholarship partners
 - Manages annual renewal of all scholarship partnerships
 - Manages all aspects of scholarship application and reward process
- Housing Partnerships
 - Manages all aspects of creating, renewing, and stewarding partnerships with Outer Cape hotels and B&Bs to provide affordable accommodations for Summer Workshop students.
- Catalog/Web pages Prep and Release
 - Works with Program Director and Comms team on all elements of creating and revising the online catalog and webpages, releasing the catalog, and opening registration for workshops.
- Workshop Marketing and Registration
 - Works with Program Director and Comms team to monitor registration and effectively market workshops to ensure robust enrollment in all workshops.
- Faculty and Students
 - Responsible for maintaining clear and effective communication with all faculty members and students before and during workshops, to ensure they have a

positive experience.

- **Bookstore and Merch**
 - Manages all aspects of our bookstore and merchandise, ensuring adequate inventory, effective presentation of all items for sale, and efficient and accurate processing, tracking, and reporting of sales.
- **Catering and Community Partners**
 - Manages all aspects of creating and managing all relationships with local caterers for weekly events, and with all community partners that provide benefits for Summer Workshop Program participants.
- **Summer Program Assistants**
 - Works with the Program Director to hire Summer Program Assistants
 - Manages all aspects of training and supervising Summer Program Assistants while they are on-site.
- **Facilities Prep**
 - Works with the Facilities team and the Summer Program Assistants to make sure all workshop, housing, and common spaces are prepared and maintained before and during the workshop season.
- **Onsite Housing and Parking**
 - Manages all elements of onsite housing and parking for faculty and students.
- **Customer service**
 - Main point person, with Summer Program Assistants and Program Director, for student and faculty interactions.
- **Events**
 - Manages all aspects of scheduling, setting up and producing all weekly events during Summer Workshop season.
- **Office/Administrative/Other**
 - tracks, records, and reports income and expenses
 - tracks and orders supplies as needed
 - Additional tasks as needed

Shoulder Season Residencies:

- Manages all aspects of FAWC's spring and fall Returning Residencies and the Summer Project Residencies, including:
 - Preparing web page copy and emails for the opening of applications for residencies.
 - Tracking registrations.
 - Working with the Comms team to make sure knowledge of residencies is widely spread.
 - Communicating with people through the application process and with those selected to participate.
 - Welcoming participants to the Work Center for their residencies and ensuring they



have a positive experience while on-site.

FAWC Online:

- Works with Program Director and Senior FAWC Online Manager to ensure online educational resources, events, and workshops are well-attended and professionally produced.
- Attends and supports year-round FAWC Online community events, as assigned.
- Provides technical support and customer service to students and faculty prior to, during, and after assigned events.

Other

- Under the direction of the Program Director, provides any other support needed to ensure all educational activities are planned and executed at the highest level.
- Works with colleagues across departments to ensure all events hosted by FAWC are produced at the highest level.

Minimum Qualifications

- Commitment to ensuring a welcoming environment for students and faculty from all backgrounds, with special attention to those from historically marginalized communities
- Guided by strong sense of values, especially kindness, generosity, empathy, and humor
- Positive attitude and a friendly, outgoing personality
- Exceptional customer service skills and experience
- Excellent communication skills
- Demonstrated ability to plan and execute complex program offerings
- Highly organized with exceptional attention to detail

Preferred Qualifications

- Adeptness with technology and the ability to guide others on technology
- Ability to work well both in team environments and independently
- Ability to take direction well and also work in a self-directed manner
- Ability to easily roll with shifting priorities and comfort with multi-tasking
- Works well under pressure
- Patience and kindness
- Great sense of humor



Compensation and Benefits:

The Fine Arts Work Center offers a competitive salary range of \$50,000 - \$55,000 annually, based on experience. Benefits also include 100% employer-paid medical, dental, and vision insurance.

How to Apply:

Diversity is a core value at the Fine Arts Work Center. We are passionate about building and sustaining an inclusive and equitable environment. We strongly encourage women, people from BIPOC, AAPI and LGBTQ+ communities, people with disabilities, and people from other systematically underserved communities to apply for this position.

Interested applicants should go to this [link](#) and submit a resume and cover letter by October 31, 2025.



Non-Discrimination and Inclusion Statement:

At the Fine Arts Work Center, we believe that a diversity of voices strengthens our public discourse and that this leads to cultural vibrancy. We work to evolve as an organization that honors our legacy while repairing historic inequities.

We are committed to providing reasonable accommodations to applicants and employees with disabilities. If you need an accommodation to complete the application process or perform the essential functions of this position, please contact our Administrative Director, Naya Bricher, at 508-487-9960 x101, nbricher@fawc.org or Accessibility Coordinator, Susan Blood, at 508-487-9960 x106, sblood@fawc.org

This Fine Arts Work Center is an equal opportunity provider and employer. We value and celebrate diversity in all forms and are dedicated to providing an environment free from discrimination. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other protected characteristic under applicable law.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.
