



Full-time Program Manager Wanted

Utah Humanities (UH) seeks a full-time Program Manager to join its staff.

Job Description

This is a full-time salaried position with benefits that will be responsible for managing our Utah Center for the Book, annual Utah Humanities Book Festival, and other public programs focusing on literature and literacy. This position requires working closely with a small, collaborative staff, occasional travel across the state, and some weekend and evening availability is expected. In addition, this position requires the following specific responsibilities:

- Manage the Utah Center for the Book, an affiliate of the National Center for the Book at the Library of Congress
- Develop and manage statewide literature planning with community partners and UH program staff
- Meet with current and prospective program partners around the state
- Plan and implement the annual Utah Humanities Book Festival in October
- Collaborate and consult with other book and literature programs statewide and nationally
- Program management responsibilities including data entry, managing budgets, and reporting

The ideal candidate will possess the following qualifications:

- Event planning experience.
- Excellent project management skills.
- Strong attention to detail and reliability.
- A minimum of a Bachelor's degree or the equivalent combination of education, training, and experience to perform effectively.
- Self-motivation and ability to work both independently and cooperatively.
- Familiarity with standard office equipment and technology.
- Creativity and analytical thinking with strong problem-solving skills.
- Experience with the Microsoft Office suite of products.
- A demonstrated interest and/or experience in working with partners, audiences, and participants from widely varied social demographic and educational backgrounds.
- Experience in the some facet(s) of the book trade—bookstores, publishing, editing, teaching English—is preferable but not imperative.

\$50,000 - \$53,000 annual salary with benefits and flexible working hours.

To apply: combine the following in one PDF document and email to graham@utahhumanities.org: 1) a letter of application addressing your qualifications in the areas listed above, 2) a current resume, and 3) contact information for three references familiar with your work. **Incomplete applications will not be considered.**

Immediate start date, position will be open until filled. Priority will be given to applications received before February 28, 2023. **No phone calls, please.**

Utah Humanities is a 501(c)(3) nonprofit with a statewide mission to empower Utahns to improve their communities through active engagement in the humanities. (<https://utahhumanities.org>). We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.