

## **Program Manager, The Shakespeare Association of America**

The Department of English at Georgetown University has a vacancy for a Program Manager for the Shakespeare Association of America. The SAA organizes an annual convention to further the study of Shakespeare, his works, his time, and his role in world culture. The Program Manager

- Must have strong organizational skills and be highly accurate with detail.
- Must be a dedicated problem solver and crisis manager, juggling demands and deadlines with dispatch and discretion.
- Must be able to interact with the international academic community in a professional and tactful fashion, on e-mail and by phone.
- Must demonstrate initiative and independence in managing work but must also be a contributing member of a team that includes the SAA's Executive Director, Assistant Director, Program Associate, and various occasional and volunteer helpers.
- Must have excellent written and oral communication skills, with full command of English grammar and usage.
- Must be proficient in Microsoft Office (Word, Excel, PowerPoint), Adobe InDesign (for bulletins and conference program), WordPress (for the website), and other systems and services (Box, Dropbox, Skype, Zoom).
- Must be able to accommodate peak work times of December 15-31 (preparation of January 1 bulletin), March and April (conference organization and execution), May 15-30 (preparation of June 1 bulletin), and September 15-30 (pre-registration process). For events, must be willing and able to work irregular or extended hours and carry heavy event materials.

Among other tasks, the Program Manager

- Develops content for and disseminates information to a membership of 3,000 via e-mail, website, twice-yearly bulletins, and printed conference programs.
- Monitors and updates member database and website.
- Manages posting and paying of all incomes, including membership dues and conference registration fees, issuing invoices and receipts, maintaining financial accounts and reports.
- Creates and manages online form submissions and information intake.
- Liaises with staff at convention hotels for scheduling, logistics, and services including catering and audio-visual support.
- Develops special events for the convention, including receptions, performances, and screenings.
- Supervises selection processes for prizes and travel grants.
- Coordinates exhibitions and advertising by academic publishers.
- Manages member benefits including discounted subscriptions to academic journals.
- Coordinates SAA outreach to secondary school teachers and to other Shakespeare organizations worldwide.
- Supervises support staff, including volunteer crew during conference.
- Supervises balloting for officer elections.
- Provides technological support to the organization's elected officers, committee heads, and part-time staff assistants.

Requirements include:

- Bachelor's degree.
- Minimum 2 years full-time in a senior administrative role.
- University work experience preferred, Association work experience work a plus.

Salary range: \$47,500 to \$49,000. Georgetown University employees receive excellent benefits and access to library resources and tuition relief.

Note that it is mandatory that the Program Manager work onsite at the SAA's annual convention, which meets in a different North American city each year, often on an Easter weekend and/or during Passover, from Tuesday through Sunday, on a continuing on-call 24-hour basis, in order to coordinate with hotel staff and supervise registration, events, and a staff of volunteers. Publication deadlines can involve production work between Christmas and New Year. When working on a scheduled University holiday(s), this exempt classified position will be provided time off when the workload permits for the hours worked up to 8 hours. At other times, work is conducted from the SAA's Georgetown University headquarters. After one successful year in office, some telecommuting is possible.

Applications are received at:

[https://georgetown.wd1.myworkdayjobs.com/en-US/Georgetown\\_Admin\\_Careers/job/Main-Campus/Program-Officer--Shakespeare-Association-of-America--SAA----Department-of-English\\_JR00035-1](https://georgetown.wd1.myworkdayjobs.com/en-US/Georgetown_Admin_Careers/job/Main-Campus/Program-Officer--Shakespeare-Association-of-America--SAA----Department-of-English_JR00035-1)