

Job Details	
Job Title	Program Manager
Location	Riga, Latvia
Number Of Openings	1
Requisition	10-10
Job Description	<p>Position for a Program Manager at the Fermata Arts Foundation (FAF) office in Riga, Latvia. The candidate chosen will be responsible to increase the roles of the FAF in Latvia and expand the participatory knowledge base to support various FAF projects and programs. This individual will report to the FAF Director of Communication and will be responsible for the following: 1. Develop an efficient strategy for the FAF activities in areas of Art, Architecture, Philosophy, and Poetry in Latvia. 2. Supervise FAF activities in Latvia. 3. Establish the vision for the sponsorship search strategy, and FAF project / program structure development specific to Latvia. 4. Influence the project / program design to effectively support FAF activities while minimizing the project / program cost. 5. Recommend lessons learned from the FAF projects / programs into the design process of similar events in other country-participants.</p> <p>The Manager will also be responsible to expand the level of expertise on-site to provide the capability to organize FAF projects/programs in Latvia, grant/ sponsor search, and provide other support services. The Manager will establish the right mix of FAF projects/programs in Latvia. This position will also be responsible to identify new opportunities to continue to grow the FAF activities by building relationships through daily interface with Latvian government, educational institutions, and art communities, and expansion of existing FAF projects / programs in Latvia.</p>
Required Education/Training	Must have a Bachelor degree in education or liberal arts, and greater than ten years experience as an administrator in the educational system. MBA desirable, not essential.
Experience	Ten plus years of education / management related experience is required. Proven leadership experience, and solid communication skills are required. Off-site experience is desirable including familiarity interfacing with government, sponsors and institutional partners. Successful candidate must have mature experience in organizing art and cultural events.
Unique/Additional Requirements	This position requires polished communication skills in order to negotiate sponsorship for multiple FAF projects / programs. Applicant should have demonstrated ability to effectively deal with FAF sponsors and partners. Develops an internal network to meet own and FAF objectives. Contribute to development of new projects in the FAF organization. Must be a self-starter who can work independently. Fluency in English essential, other language proficiency would be advantageous.