

Programming Manager

Iris Collective

Location: Greater Memphis, TN

Status: Full-time, salaried exempt

Salary: starting at \$40,000

Reports to: Executive Director

About Iris Collective

Iris Collective creates connection and transformation through music and partnership across Greater Memphis. Our work is centered around three pillars: **Music as Mentorship, Music as Medicine, and Music as Meaning.** Through these interconnected areas, Iris partners with schools, healthcare settings, community organizations, artists, and other partners to create responsive programming that supports education, well-being, belonging, and community impact.

Iris Collective's programs include school and community-based music initiatives and collaborative projects designed to meet the needs of the communities we serve.

<https://iriscollective.org/>

Position Summary

The Programming Manager oversees Iris Collective's education and community engagement programs, ensuring they are mission-aligned, well-coordinated, and responsive to the needs of partner schools, community organizations, and the broader Memphis community.

Working closely with Iris leadership, staff, artists, and Fellows, the Programming Manager manages program content, curriculum, scheduling, artist coordination, evaluation, reporting, and partner communication. This role also supports the Iris Artist Fellowship, strengthens community partnerships, and contributes to the long-term growth and impact of Iris Collective's programming.

Key Responsibilities

The Programming Manager will:

- Manage, coordinate, and strengthen Iris Collective's education and community engagement programming.
- Serve as the primary day-to-day contact for school and community partners, ensuring programs are well-coordinated, responsive to partner needs, and fulfilled in accordance with organizational and funder commitments.

- Maintain the master calendar for education and community-based programming, including schedules, deadlines, and logistics for artists, staff, partners, participants, and marketing collaborators.
- Oversee the development and implementation of curriculum, program content, field trip opportunities, guest artist visits, and related educational experiences.
- Work with the Executive Director to cultivate and maintain mission-aligned partnerships with schools, community organizations, and other partner institutions.
- Coordinate musicians, teaching artists, guest artists, Iris Artist Fellows, contractors, volunteers, and other program personnel.
- Manage the annual recruitment, audition, interview, and hiring process for new Iris Artist Fellows.
- Support professional development and training opportunities for Iris Artist Fellows.
- Build and coordinate programs and events within approved budgets.
- Collect, organize, and report program data for grant applications, grant reports, fundraising, evaluation, and organizational planning.
- Implement evaluation practices to measure program success, impact, and growth.
- Work with Iris leadership and marketing partners to support program-related communications, storytelling, social media content, and community impact messaging.
- Support Board-adopted equity, inclusion, and accessibility goals across Iris Collective's programming.
- Stay informed about relevant Memphis community conditions, including education, youth engagement, poverty, arts access, and other factors that shape Iris Collective's work.

Qualifications

Required qualifications include:

- Bachelor's degree or equivalent professional experience in arts administration, education, nonprofit management, community engagement, social impact, music, or a related field.
- Minimum of 3 years of relevant experience in program management, education programming, nonprofit work, arts administration, community partnerships, or a related area.
- Demonstrated ability to manage multiple programs, schedules, partners, artists, deadlines, and logistical details simultaneously.
- Experience building and maintaining professional relationships with schools, nonprofit organizations, community partners, artists, volunteers, or other stakeholders.
- Experience coordinating programs, events, or community-based initiatives within established budgets.
- Experience collecting, organizing, and reporting program data for evaluation, grant reporting, fundraising, or organizational planning.
- Strong written and verbal communication skills.
- Commitment to Iris Collective's mission and to partnership-based programming that is responsive to the Memphis community.
- Ability to work some evenings and weekends as required for programs, events, meetings, and community activities.
- Ability to travel to program sites and partner locations throughout Greater Memphis.

Preferred Qualifications

Preferred but not required:

- Experience in arts education, music education, teaching artistry, creative youth development, or community-based arts programming.
- Familiarity with the Memphis nonprofit, education, arts, or community engagement landscape.
- Experience developing curriculum, lesson plans, program content, or supplemental educational materials.
- Experience coordinating fellows, teaching artists, interns, volunteers, contractors, or other program personnel.
- Experience with grant-funded programming, evaluation, reporting, data collection, and outcome tracking.

Core Competencies

The ideal candidate will bring strengths in:

- **Program and Event Management:** Ability to coordinate programs, schedules, logistics, budgets, deadlines, and multiple moving parts with strong attention to detail and follow-through.
- **Partnership and Relationship Building:** Experience working with schools, nonprofits, community partners, artists, Fellows, contractors, volunteers, and other stakeholders.
- **Education and Community-Based Arts Programming:** General knowledge of and appreciation for music, arts education, curriculum development, and community-centered programming.
- **Evaluation, Reporting, and Impact Tracking:** Ability to collect, organize, and report program data for evaluation, grant reporting, fundraising, and program improvement.
- **Communication and Storytelling:** Strong written and verbal communication skills, including program-related storytelling, partner communication, and coordination of basic marketing or social media content.
- **Inclusive and Responsive Practice:** Commitment to inclusive, accessible, culturally responsive, and community-informed programming.

Compensation and Benefits

This is a full-time, salaried exempt position with an annual salary starting at **\$40,000**, commensurate with experience. The Programming Manager is eligible for Iris Collective's full-time employee benefits package, which includes paid vacation, paid holidays, sick leave, approved professional development support, and group health insurance benefits, with 100% of the employee's health insurance premiums currently paid by Iris Collective.

Work Schedule

This position is primarily in person and generally follows regular business hours, with some evening and weekend work required for programs, events, meetings, and partner activities. Work takes place in office, school, community, performance, and event settings throughout Greater Memphis.

Background Check Requirement

Because this position works closely with children, students, schools, and community partners, employment is contingent upon the successful completion of a background check, conducted after a conditional offer of employment and in accordance with applicable law.

Equal Opportunity Statement

Iris Collective is an equal opportunity employer and welcomes applicants from diverse backgrounds and experiences. Iris Collective does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected status under applicable law. Reasonable accommodations are available during the application process and employment.

How to Apply

Interested applicants should submit a **resume and cover letter** to:

Rebecca Arendt, Executive Director

rarendt@iriscollective.org

Please include **“Programming Manager Application”** in the subject line.

Applications will be reviewed beginning **June 08, 2026** and will continue until the position is filled.