THE CENTER

Job Title	*Resident Relations & Campus Activation Director*
Reports to	*Executive Director*

Job Profile

The mission of Center for the Arts is to connect our creative community by providing a dedicated campus, supporting excellent programming, and nurturing a collaborative spirit. The facility serves as the creative home for 20 Resident Nonprofit Organizations who are responsible for a significant portion of the programming, activation, and vibrancy of the shared campus. The Center is embarking on several important initiatives in the coming years, including a major reallocation of space as Central Wyoming College prepares to open its own facility, and a 20th anniversary celebration in 2027. Fostering collaboration and managing key relationships is central to all of The Center's work, and will be pivotal in ensuring the successful development of these efforts in particular.

The Resident Relations & Campus Activation Director is a newly designed role that will be focused on nurturing and advancing The Center's relationships with its Resident Organizations and broader community partners. This position will be central to ensuring that key institutional collaborators remain connected, supported, and engaged in ways that strengthen the shared ecosystem of the campus, while also creating opportunities for creative programming and mission-aligned activation of space. Success in this position will require excellent relationship management, sound judgment, creativity, and a genuine commitment to advancing collaborative work within the arts community.

Duties and Responsibilities

Center Advisory Council

- Actively manage the proceedings of the Center Advisory Council, the formal body designed to facilitate collaborative operations and mutual support between The Center and Resident Organizations.
- Foster a culture of collaboration, trust, and shared impact through consistent communication and regular engagement.
- Identify and develop opportunities that deepen relationships among Residents while also broadening engagement in the community.
- Maintain and periodically update the Center Life Core Principles, the document designed to articulate the relationship between The Center and Resident Organizations.

Special Campus Initiatives

- Oversee and manage a space reallocation process as Central Wyoming College prepares to vacate their facilities on campus. Ensure the process includes the involvement and perspectives of all key stakeholders.
- Manage the annual subleasing process for Resident Organizations.
- Serve as project manager for planning the 20th anniversary celebration of Center for the Arts, which will be held in 2027.
- Develop collaborative opportunities for Resident Organizations to participate in the anniversary celebration.

Campus Activation & Creative Programming

- Design, implement, and oversee a portfolio of creative programming initiatives, including campus exhibitions, visual art installations, and other collaborative projects.
- With the support of artists and other partners, activate campus spaces such as The Center Courtyard, Theater Gallery, The Center Commons, Center Park, and Sculpture Pad.
- Oversee all phases of creative projects, including artist calls, selection processes, scheduling, budgeting, contracts, art sales, and other logistics.
- Ensure all programming aligns with The Center's mission, strategic priorities, and goals for campus vibrancy.
- Build and maintain partnerships with local artists, schools, nonprofits, and other community groups to enhance accessibility and inclusivity in the arts.
- Cultivate partnerships with regional institutions and organizations to extend The Center's reach, particularly into segments of the community not otherwise served by Center programming.

Qualifications

Experience

- 5+ years of experience in community engagement, arts programming, or related field
- Familiarity with Center for the Arts community and Resident Organizations a strong plus
- Proven ability to manage multiple projects and partnerships simultaneously
- Experience with facilitation and working collaboratively across teams and organizations
- Demonstrated commitment to inclusion, access, and collaboration in the arts

Skills & Personal Characteristics

- Exceptional organizational skills; detail-oriented
- Ability to manage multiple tasks concurrently
- Strong relationship-building skills
- Desire to invite, learn from, and implement feedback from diverse constituencies
- Strong interpersonal and communication skills
- Intellectual curiosity and passion for continual improvement
- Proactive and creative problem solver
- Highly professional in presentation and performance
- Passionate about the Jackson Hole arts community

Working Conditions

Core-hour work schedule in a facility that is open to the public 355 days annually with more than 200 public events per year. Some evening and weekend hours are required for events and installations. Open office workspace with potential for occasional remote work and/or flex time hours.

Compensation

Anticipated salary range: $76,000 – $88,000 per year, depending on experience.

This is a full-time position with a comprehensive benefits package. Benefits include paid vacation, sick and holidays; group health, dental, and vision insurance; 401(k) and HSA match.