

Job Title: Professional Education Program Manager

Role Type: Contractor with the possibility of becoming full-time

Rate: \$5,000 per month

Overview: The Professional Education Program Manager will oversee the development and execution of educational initiatives tailored to meet the needs of professionals and aspiring professionals in the film and television industry. They will collaborate with the Trilith Institute Academics team to design curriculum, coordinate program logistics, engage in community outreach to promote professional education offerings and ensure the successful delivery of educational content.

Key Responsibilities:

1. Program Development:

- Alongside the Director of Academics, you will contribute to the design and development of educational programs that align with the organization's strategic goals and the needs of the film and television industry.
- Conduct needs assessments and market research to identify educational needs and trends.
- Conduct research to identify potential students' age, location, educational background, and career aspirations.

2. Implementation and Coordination:

- Coordinate logistics for program delivery, including scheduling, venue selection, and participant registration.
- Recruit and manage instructors, guest speakers, and subject matter experts.
- Work with Director of Academics and Instructional Designer to track deliverables from Subject Matter Experts.

3. Stakeholder & Community Engagement:

- Collaborate with internal teams and external partners to ensure program alignment with organizational objectives.
- Communicate program goals, requirements, and outcomes to stakeholders, including participants, sponsors, and management.
- Engage with professional education students to ensure student onboarding and continued student satisfaction.
- Solicit feedback from stakeholders to improve program quality and relevance continuously.
- Work with the Marketing team to ensure that all program offerings are being marketed and promoted to reach appropriate audiences.

4. Quality Assurance and Evaluation:

- Monitor program delivery to ensure adherence to quality standards and participant satisfaction.
- Collect and analyze data on program effectiveness, participant performance, and learning outcomes.

- Prepare reports and presentations summarizing program results and recommendations for improvement.

Qualifications:

- Proven experience in program management, curriculum development, or adult education.
- Strong organizational and project management skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, with the ability to engage stakeholders at all levels.
- Proficiency in educational technology and learning management systems (LMS).
- Knowledge of industry standards and best practices in professional education and training.