

## **Announcement of Job Opening**

**Position: Program Director**

**Applications being accepted through April 15, 2019**

**About Wisdom House:** Wisdom House is an interfaith retreat and conference center in Litchfield, CT, focused on spirituality, education and the arts. The center also provides hospitality for the local not-for-profit community.

**Founded in 1949** as a training center for women joining the congregation of nuns, the Daughters of Wisdom, it served as Seat of Wisdom College until 1967.

### **Mission:**

The mission of Wisdom House Retreat and Conference Center is to provide a place of welcome and respect for all who seek Wisdom. Wisdom House's mission is rooted in the Judeo-Christian Wisdom tradition which supports the center's commitment to sustainability and concern for contemporary issues. The center is a ministry of the Daughters of Wisdom.

Applicants are requested to send the following to [search@wisdomhouse.org](mailto:search@wisdomhouse.org)

- Resumé
- Cover letter
- 2 writing examples
- Salary expectations

This Full Time salaried position includes medical benefits, vacation, holidays.

### **Description of Position: Wisdom House Program Director**

The Program Director will design programming that will further the mission of Wisdom House. They will also engage previous presenters and connect with new presenters to create a variety of programs that will enhance the opportunities we have to fulfill our mission.

The goal of all programming is to aid our guests in their personal spiritual growth and desire to be of service to the world. With sensitivity to the interfaith character of the center and its commitment to education, spirituality, the arts and ecology, the Program Director is responsible for outreach to presenters.

Programming will be fashioned in a holistic way to make possible an expansion of thought, an enlivening of the spirit, and a respect for Earth.

The Program Director will be a welcoming presence at the center to interact with persons of various ages, religious traditions, and cultural backgrounds.

The Program Director will demonstrate high moral and ethical character which would enhance the retreat center's culture and climate for staff and guests.

**Accountable to: Executive Director**

**A. Program Planning and Publicity**

- Plan retreat programs focused on spirituality basics and contemporary trends.
- Contact all presenters of future programs. Receive necessary information for publicizing each program. Collaborate in creating the text of each program brochure.
- Work with graphic designer in creation of program brochures.
- Work in collaboration with our Communications Assistant on press releases for print, website and other venues.
- Prepare contracts for presenters – Consult with Executive Director on contract renewals and prospects for new contracts.
- Work with Communications Assistant and the Program Manager to promote programs via social media.

**B. Marie Louise Trichet Gallery**

- Collaborate with the Gallery Exhibition Committee in selection of artists for future exhibits; set up calendar for year, contact artists, send contracts.
- Receive proposals from artists.
- Communicate with exhibiting artists regarding: exhibit installation and take down schedule.

**Applicant Qualifications**

- Master's Degree in Theology or Religious Studies
- Excellent written and oral communication skills – Submit samples of writings (reflections, published works, essays, especially related to spirituality)
- Experience in developing programs and special events
- Familiarity with contemporary Catholic theology, including commitment to interfaith dialogue
- Ability to work as part of a team including various committees and volunteer groups.
- Ability to represent Wisdom House and its mission to local civic, educational, and religious organizations and media to make them aware of the mission of Wisdom House.
- Ability to work in a fast paced and diverse work environment.
- Available to work weekends and evenings as needed.
- Demonstrated knowledge of computer skills and knowledge of social media