

SANBORN MILLS FARM

Position Announcement



Date: December 10, 2018
Title: Programs & Communications Manager
Application Deadline: Extended to February 16, 2019

SUMMARY:

Sanborn Mills Farm (Sanborn Mills Inc.) is a traditional New Hampshire farm and nonprofit organization dedicated to sustainability, creativity, and preserving folklife and agricultural knowledge so that the best of the past can help shape our future.

We are seeking an energetic and experienced individual to manage educational programs and communications for our growing programs. This position serves as a member of the Sanborn Mills Farm management team and reports directly to Executive Director. The successful candidate must be able to work independently with minimal supervision and also coordinate closely with the other members of the Management team to meet the needs of the farm. Duties range widely and include participating in policy development discussions; planning and overseeing workshops and related housing and food services; maintaining the website, eNews and social media campaign; photography; and providing support for special programs.

RESPONSIBILITIES:

Workshops & Programs:

- Develop the annual schedule of workshops including identifying and securing instructors.
- Review workshop policies and procedures annually and make recommendations for updates & improvements.
- Develop and carry out promotional support for workshops. (see Communications & Promotions)
- Oversee and maintain the contracted “ACTIVE Network” workshop registration system.
- Track workshop registrations including housing and food service needs and convey logistical support information to relevant SMF support staff.
- Oversee staff responsible for workshop food service & housekeeping.
- Coordinate with workshop instructors to provide students with participant packets relevant to workshop topics.
- Monitor workshop studio needs with instructors and work with Management Team to implement improvements and maintenance.
- During the workshop season, check-in students including collect signed Release of Liability forms, payments due; convey safety & clean-up requirements, etc..
- Provide on-site staff support for workshops (includes weekend duties).
- Develop & distribute workshop evaluation forms & compile evaluation results.
- Work closely with Management Team and Executive Director to assure furnishings and aesthetics are maintained in food service and housing locations.

Communications & Promotions:

Website:

- Oversee and maintain SMF website including post annual workshops, events & related support information; serve as liaison with contracted domain host company.
- Research & make recommendations for overall architecture, images, photo galleries, interactive maps; carry out approved changes.

Database:

- Maintain and improve functionality as needed.
- Carry out data entry (workshop participants, email sign ups from outreach events, etc.).
- Coordinate internal database with *Constant Contact* contacts list.

Electronic Communications & Social Media:

- eNews - Develop drafts, write & circulate for input & approval and send out.
- Social Media – Coordinate strategy with Executive Director & oversee posts.
- Email Inquiries - Route inquiries to the general “info@” correspondence.
- Special Presentations - Design power point presentations as needed.

Office Support:

- Provide office support in the absence of SMF Business Manager.

Other:

- Represent SMF at outreach events as needed.
- Provide support for SMF special events as requested

QUALIFICATIONS:

Education: Bachelor’s Degree.

Experience & Skills:

- Three years working in the area of public program development & administration, preferably at a nonprofit educational organization, museum, historic society, university, or state agency with experience in:
 - Heritage-based traditional crafts, draft animals, and/or sustainable agriculture.
 - Scheduling and providing logistical support for workshops and public events.
 - Identifying & contracting workshop instructors.
 - Developing and maintaining registration protocols.
 - Overseeing craft studio set up & maintenance.
 - Overseeing housing & food service procedures.
 - Developing metrics for program assessment.
 - Promoting programs through print and social media platforms.

- Proficiency in managing databases & attention to accuracy in data entry, running queries, reports, exports, etc..
- Experience in website management.
- Some experience with digital photography & electronic image management.
- Computer software literacy: Microsoft Office Suite (Outlook, Word, Excel, Access, Power Point), Photoshop (Pro version or Elements), Website software (e.g Word Press or Contribute); experience with email software (e.g. Constant Contact).
- Proficiency in basic graphic design (utilizing both Word and Adobe products).

SALARY & BENEFITS:

- This is a full-time position averaging 40 hours a week; weekend and evening duties are to be expected from April to November.
- Salary commensurate with experience; benefit package included; the projected start date is mid-March, 2019.

HOW TO APPLY:

Prepare an application packet that includes:

- A cover letter outlining why you are interested in the position and how you think your skills would contribute to the overall mission of Sanborn Mills Farm.
- A resume.

Mail or email by **February 16, 2019** to:

Andrew Ingram, Executive Director
 7097 Sanborn Rd
 Loudon, NH 03307
 Email: andrew@sanbornmills.org



ABOUT SANBORN MILLS FARM

MISSION:

Sanborn Mills Farm is a place for people to learn how to work the land in ways that are sustainable and self-renewing. Using the model of a traditional New England diversified working farm (agricultural fields, managed forests, timber framed barns for animals, sawmill, grist mill and blacksmith shop), the farm serves as a place to apply the lessons learned from the past to current needs for sustainability and community.

DESCRIPTION:

Sanborn Mills Farm (Sanborn Mills Inc.) is a traditional farm and nonprofit organization dedicated to sustainability, creativity, and preserving folklife and agricultural knowledge so that the best of the past can help shape the future. Located in central New Hampshire, the farm includes over 390 acres of fields and forest, surrounded by almost 2,000 acres of open land held in conservation. Water from Sanborn Pond flows through two fully restored dams and provides power to two mid-1800s restored mills - a saw mill and a grist mill. Other buildings include a historic blacksmith shop, a blacksmith teaching studio, a 1700s cape, several timber framed barns, and out buildings. Ornamental gardens surround the main farm house, which houses the main office. A dedicated staff that includes timber framers, carpenters, draft animal teamsters, water-powered mill specialists, gardeners, and crafts people preserve a wide range of traditional skills.

The agriculture program includes vegetable gardens and fields for hay and grain production. The farm utilizes draft animal power in combination with tractor power in farm work and logging. There is a full inventory of modern and antique farm implements and equipment. Meat and egg production is seasonal and includes pigs and poultry.

The farm's educational mission is supported through workshops that provide opportunities for people to learn traditional skills and explore how they can be integrated into modern life. For the 2019 season 35 workshops are being offered with most in the area of blacksmithing. A smaller number of workshops are offered in fiber arts, woodworking and draft animal power. Food service and housing options are available for workshop students. The farm is in the process of planning for the expansion of educational programs. Building projects are underway that will provide on-site housing and food service so that more people can stay overnight, eat, learn, and create on the farm.

For more information, visit: www.sanbornmills.org