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# Example of Manager, Program Job Description

Our company is growing rapidly and is looking to fill the role of manager, program. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, program

* Continuously seeking opportunities to improve cost, performance and schedule
* Building and managing to budgets
* Facilitating communication and coordination among projects
* Manages stakeholder engagement and satisfaction
* Maintaining awareness of trends, business conditions and internal process and practices impacting component projects or overall program
* Managing new product development programs using PMBOK methods
* Timeline development, tracking of issues and risks, program metrics, running weekly team meetings, meeting minutes and compiling updates to senior management
* Cultivate relationships with school teachers, school administrators, community organization leaders, the Department of Education, teaching artists, and performers to ensure quality development and implementation of all programs
* Identify and develop relationships with new partner schools and organizations
* Implement, coordinate and manage skills-based instrument and vocal music residencies throughout NYC schools through the coordination and facilitation of planning meeting, workshop and concert schedules with school teachers, administrators and performing artists

## Qualifications for manager, program

* Minimum 5 years experience as a Program Manager in a digital environment
* Familiar with agile processes and scrum methodology
* Bachelor’s degree with 7-9 years’ experience as engineering program manager experience
* Ability to shift to technical and business execution to ensure timely delivery
* Ability to question the justifications and ask the right questions in the forums is desired
* Experience in version control like perforce, svn highly desirable