



Job Description

Job Title: Program Manager
Reports To: Executive Director
Status: Exempt, Full-time
Posted: September 20, 2019 – Open Until Filled

The Organization

The **Alliance for California Traditional Arts (ACTA)**, a national leader in the folk and traditional arts field, is seeking a full-time program manager to administer a large, statewide traditional arts in the prisons program. Founded in 1997 to support the health, vibrancy, and evolution of California's diverse cultural traditions, ACTA operates statewide programs from its offices in Fresno, Los Angeles and San Francisco. These programs include advocacy, apprenticeships, grantmaking, convenings, and support for artists working in Promise Zones, the prison system, and select local communities.

ACTA's Arts in Corrections (AIC) program began in 2013 as a pilot program that placed traditional artists in multiweek residencies in three correctional facilities. Today, a staff of 40 teaching artists conducts the \$1.3 million AIC program in 18 facilities throughout California.

Job Summary: The Program Manager is in charge of the overall management of ACTA's Arts in Corrections Program. This manager will work closely with the executive director and program and administrative staff to develop and implement an impactful Arts in Corrections Program in California Department of Corrections and Rehabilitation (CDCR) Institutions. The Program Manager, in coordination with the Executive Director, will develop the overall vision for the AIC program. The Program Manager will ensure the effective execution and delivery of program goals and will oversee the documentation and evaluation of the program.

The position is based in ACTA's Fresno office, the location of the hub of the organization's administration and located strategically within driving distance to many of the state prison sites we serve.

Job Duties:

The coordination and oversight of artistic residencies in all correctional facilities includes:

- Providing curatorial input to ACTA program staff to create and maintain the AIC roster of artists
- Working with prison administrators and teaching artists to set up residences at institutions
- Serving as principal prison liaison; conducting site visits to prisons; monitoring program's progress
- Consistently coordinating and communicating with Community Resource Manager (CRMs) and other prison staff and California Arts Council
- Planning and implementing program evaluation
- Planning and implementing project documentation, including video documentation and radio features, in coordination with relevant ACTA staff, e.g., Executive Director, Media Director, and independent contractors
- Monitoring government contracts and foundation grants to ensure deliverables are met; including tracking of service hours
- Monitoring the \$1.3M program budget in coordination with the Director of Administration; insuring effective use of available funds
- Working with development staff, assists in the development of proposals to secure funding for this program and to prepare final reports
- Supervising and conducting annual reviews with two AIC program coordinators and 42 teaching artists
- Preparing monthly reports on program progress and meeting weekly with supervisor
- Overseeing and tracking all aspects of the program
- Other duties as needed to ensure smooth and effective program delivery.

Skills, Qualifications, Attributes Needed:

- Minimum 5 years of work experience or relevant experience (e.g., arts program development)
- Minimum Bachelor's Degree in a relevant field (e.g., folklore, anthropology, ethnomusicology, arts administration, ethnic studies); advanced degree preferable.
- Prior work experience that involved working deeply in communities of color in collaborative relationships and working with artists
- Prior experience working with at risk populations, preferable in a correctional setting
- Exceptional writing, editing, organizational and communication skills, specifically the ability to communicate effectively both verbally and in writing with a variety of internal and external partners, e.g., teaching artists, CDCR staff and ACTA staff. Prior experience in making public presentations, a plus.
- Dynamic, self-motivated individual with the ability to work independently and as part of a team
- Experience supervising staff and being supervised
- Attention to detail, ability to work on tight deadlines, troubleshoot and to track budgets
- Ability to travel throughout the Central Valley, and as needed, and statewide

Equal Employment Opportunity

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

Salary

The salary for this position will be dependent upon experience. All ACTA salaries are benchmarked to nonprofit salaries ranges; excellent benefits are provided.

To Apply

Send a letter of interest (that outlines the skills and experience that make you a good candidate), resume, and the names, addresses and telephone numbers of three references to: actajobs@gmail.com. This position is open until filled.