



JOB DESCRIPTION

Job Title: **Program Coordinator**
Location: Fresno office, preferred
Reports To: Program Manager
Status: Non-Exempt, Full-time
Posted: October 2021. Open until filled.

THE ORGANIZATION

The [Alliance for California Traditional Arts](#) (ACTA) supports the health, vibrancy, and evolution of the state's diverse cultural traditions through advocacy, public programs, grant making, and connections for folk and traditional artists. Recognized for its visionary leadership, intellectual capital, and excellence in program administration, ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators. Since then, ACTA has grown into a \$3.5+ million statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco and remote staff located in various parts of the state.

JOB SUMMARY

The Program Coordinator is in charge of coordinating ACTA's Arts in Corrections Program (AIC) in California correctional facilities, along with administrative program tasks. ACTA's Arts in Corrections program began in 2013, as a pilot program placing traditional artists as teachers of multi-week courses in 3 facilities. Today, the program works in 18 facilities via a staff of 35 teaching artists.

ACTA's teaching artists lead long-term, participatory classes inside prisons for both men and women experiencing incarceration. Their workshops connect students with their cultural heritage through art forms like Mexican *son jarocho*, Afro-Colombian percussion, storytelling, Native American beadwork, and *Danza Azteca*. To get a fuller perspective of the work, you are encouraged to explore the Arts in Correction [page on ACTA's website](#), which includes background information, a listing of artists and courses, photographs and video documentation of the program.

This staff member will work closely with and report to the AIC Program Manager to implement an impactful Arts in Corrections Program in California Department of Corrections and Rehabilitation (CDCR) Institutions. We are seeking a job candidate to work out of ACTA's Fresno office, but other Central and Southern California locations (with proximity to the CDCR sites) will be considered .

JOB DUTIES

Coordination of artistic courses in correctional facilities including:

- Planning logistics of courses in Central and Southern California institutions in coordination with artists
- Planning and coordinating training for artists
- Planning and supporting culminating events at each institution
- Maintaining consistent communication with CDCR staff
- Monitoring and reporting on program progress, including making site visits as necessary
- Troubleshooting and problem solving issues to ensure smooth delivery of programs
- Reviewing and approving artist timesheets in payroll system and assisting with processing invoices
- Updating program information in multiple systems, including CAC database and Salesforce
- Implementing program evaluations
- Monitoring program contracts to ensure deliverables are met
- Monitoring program expenses in coordination with Program Manager and Operations and Finance Manager
- Communicating with administrative staff about scheduling, invoices, payments and other needed administrative functions of the program
- Implementation of artist employee reviews for designated sites
- Assisting with project documentation, including video documentation and radio features, in coordination with ACTA staff and independent contractors
- Other duties as assigned

QUALIFICATIONS

Training and Experience:

- Preferred Bachelor's Degree and/or at least two years experience with implementing public programs related to community-based arts and culture
- Prior work and expertise demonstrating cultural competence with diverse communities and cultural traditions

Skills and Abilities:

- Competent in modern office and digital operations including Microsoft Office and Google Docs
- Excellent verbal and written communication skills
- Excellent administrative skills, including ability to manage projects and budgets, meet deadlines, and track details
- Ability to travel periodically throughout Central and Southern California

Attributes and Behaviors

- Commitment to upholding the values, mission, vision and policies of ACTA
- A demonstrated commitment to racial and cultural equity and social justice
- Attention to detail
- Accountability: holds themselves accountable for making decisions, managing resources efficiently and achieving and role-modeling ACTA values
- Collaboration: builds and maintains effective relationships with colleagues, supervisors, donors, external partners, vendors and supporters
- Integrity: honest, open, reliable
- Systems thinking: when faced with a problem, seeks not only to solve it, but to prevent recurrence, share knowledge, and make structural improvement

COMPENSATION

Salary is commensurate with experience. All ACTA salaries are benchmarked to nonprofit salary ranges. Excellent benefits including vacation, holidays, medical, dental, vision, life insurance, retirement plan contribution and flexible spending account.

To apply, please submit a letter of interest, resume, and the names of three references to Amy Kitchener, Executive Director, at jobs@actaonline.org.

Job available now and open until filled.

ACTA is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. ACTA welcomes applicants from diverse backgrounds and seeks to hire qualified staff reflecting the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, and socio-economic status.