



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: Program Manager
Reports To: Associate Program Director
Supervises: None at this time, but should be capable of supervising
Status: Exempt, Full-time
Location: Hybrid Remote, combining remote work with an in-person presence and networking throughout the greater Bay Area and statewide. Based out of ACTA's San Francisco office.
Posted: June 28, 2023. Open until filled.
Salary Range: \$65,580-\$87,500

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 culturally competent 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 \$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

ACTA's Executive Director serves as its Chief Program Director, working in tandem with a team of associate program directors and program managers to implement the organization's various statewide programs from field offices around the state. In addition, individual sites may produce more locally focused programs. This structure—as a statewide organization with multiple sites, multiple programs both local and statewide, and a variable funding base—requires flexibility, a high degree of collaboration among and between program staff, and the capacity to prioritize as deadlines and programs shift.

All ACTA Program Managers are:

- Involved in program design, budgeting, and monitoring expenses
- The chief program implementer, working in close collaboration with colleagues
- Capable of supervising others
- Required to travel, think holistically about programs statewide, and work cross-programmatically
- Participants in the raising of funds and the evaluation of and reporting on program implementation
- Regularly prioritize their own work and the work of others based on the organization's mission and the needs of a variety of competing programs and program deadlines

The program manager works solo out of an office located in San Francisco's Presidio and is the staff lead for ACTA's statewide Apprenticeship Program, works on the Living Cultures Grant Program team, contributes to the implementation of the Traditional Arts Roundtable Series in the Bay Area, and other initiatives as appropriate. This program manager may combine remote work with onsite and in-person relationship-building and networking with Bay Area and statewide cultural organizations and communities to increase ACTA's visibility and identify future program opportunities.

JOB DUTIES

- Manages the Apprenticeship Program which requires the promotion and dissemination of program information, management of the application process, panel review process, grant awards, significant ongoing support and site visits with grantees, documentation of individual apprenticeships, evaluation and final reporting
- Serves on the Living Cultures Grants Program team, to promote and disseminate program information, provide ongoing technical assistance and site visits, and other duties as needed
- Serves on the Traditional Arts Roundtable Series team, facilitating salon style issues-based dialogues, workshops and arts sharing, facilitating networking and development of the traditional arts field
- Develops technical assistance programs and activities for artists and organizations, for example in the areas of fundraising, marketing, preparation of work samples, etc.
- Collaborates with other program staff to curate and produce public programs as assigned
- Provides written reports, program descriptions, and program evaluations
- Facilitates contracts with external consultants for commissioned research, evaluation and/or publication projects as appropriate
- Represents ACTA in the field and takes the initiative for designing and implementing convenings to grow and develop the Bay Area field
- Is available to represent ACTA on panels and field meetings locally, regionally, and nationally as necessary
- Interacts with funders and colleagues in the San Francisco grantmaking community, as appropriate
- Identifies and/or develops content for media distribution that highlights and educates the general public
- Other duties as assigned

SKILLS, QUALIFICATIONS, AND ATTRIBUTES NEEDED

- Minimum 5 years of work experience or other relevant experience (e.g., deep cultural knowledge of and experience with a particular cultural community)
- Minimum Bachelor's Degree in a relevant or allied field such as American studies, applied anthropology, community based arts, cultural studies, ethnographic training, ethnomusicology, ethnic arts, folk arts, public folklore; advanced degree preferable
- A demonstrated commitment to racial and cultural equity, social justice, and ACTA's mission
- Excellent writing, documentation, event production, organizational, and communication skills

- Dynamic, self-motivated individual who has that needed nonprofit breadth of both a big picture perspective and capacity to implement in the weeds
- A people person skilled at managing relationships with individuals and organizations
- Ability to build consensus and work effectively within a cross-departmental team
- Ability to travel as needed statewide, and on occasion to national meetings
- Fluency in other languages besides English, membership in traditional communities, arts training or cultural practice, lived experience of diverse cultural traditions, and prior experience working with artists, are all pluses
- Prior experience working with small, community-based arts organizations a plus
- Prior experiences with grants management and maintaining foundation relationships are a plus

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 on experience. All ACTA salaries are benchmarked to Fair Pay California Nonprofits. ACTA's range for this position is \$65,580 to \$87,500. Excellent benefits are provided including medical, dental, FSA plan, life insurance, 403(b) retirement contribution, and paid sick days, vacation, and holidays.

TO APPLY

Send a letter of interest outlining the skills and experience that make you a good candidate; your resume; and the names, addresses, and telephone numbers of three references to: jobs@actaonline.org. Reference Program Manager in the subject line.

Please provide a relevant writing sample and explanation of what it was written for and who else was involved in the writing or editing. In addition, please indicate the date of your earliest availability and whether we need to keep your application confidential.

DEADLINE

This position will remain open until filled. **Applicants will be reviewed as received beginning July 19, 2023.**