



# ALLIANCE for CALIFORNIA TRADITIONAL ARTS

## JOB DESCRIPTION

Job Title: Program Manager  
Reports To: Associate Program Director  
Supervises: Approximately 10-15 Teaching Artists employed by ACTA and a Reentry Program Coordinator  
Status: Exempt, Full-time  
Location: Hybrid Remote with regular onsite activities in S. California  
Posted: August 5, 2024  
Deadline: Position open until filled. ACTA will begin reviewing applications on September 5, 2024  
Salary Range: \$68,855-\$92,091

### 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 programs and program deadlines

### **PROGRAM FOCUS**

This program manager runs a series of programs integrating the traditional arts into health equity through regional work in greater Los Angeles, and neighboring counties. These programs are driven by ACTA's longstanding commitment to social justice, restorative practices, and healing from trauma in the state's historically neglected populations, including low-income, people of color, and other aggrieved communities.

The program manager works across a suite of health equity programs that includes managing teaching artists working in carceral and re-entry settings and facilitating participant progress toward the program goals of enhanced mental health, improved relationships, and personal growth. Another program focus includes working in community settings (currently situated in the Antelope Valley and Los Angeles) and with traditional artists to effect systems change. This work involves participatory cultural asset mapping, community organizing, curation, and program production.

### **JOB DUTIES**

- Trains, coordinates, and provides ongoing support to teaching artists and other traditional artists, assisting with recruitment and curation of new artists, classes, and programs
- Serves as primary liaison with prison or host site administration
- Assumes all ongoing administrative and reporting tasks for the programs
- Conducts site visits to document, evaluate, and build relationships with artists and administrators
- Assists and works with supervisor on program planning and implementation of other ACTA health equity programs as needed
- Organizes and facilitates meetings in community and organizational settings
- 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, on panels, and at field meetings locally, regionally, and nationally, as necessary
- Takes the initiative to design and implement convenings
- 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., community-based arts, community organizing, applied anthropology, public folklore, social work, public administration) OR 3 years of relevant work experience combined with a Bachelor's Degree in a relevant or allied field.
- 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 occasionally 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 in carceral settings and with systems-impacted populations 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 pay range for this position is \$68,855-\$92,091. Excellent benefits provided include 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](mailto:jobs@actaonline.org). Reference Program Manager in the subject line.

Please provide a relevant writing sample, an 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.