



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Program Manager**
Reports To: Executive Director
Status: Full-Time Exempt
Location: Hybrid: 3 days in office, 2 days remote, based in Fresno
Pay Range: \$71,500/year to \$85,000/year

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, grantmaking, and connections for folk and traditional artists. ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators and has become nationally recognized for its cultural equity leadership, intellectual capital, and excellence in program administration. Over the past 28 years, 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

The Fresno Program Manager will anchor ACTA's newly expanded programming and field presence in Fresno and the San Joaquin Valley. This position plays a key role in ACTA's place-based strategy to strengthen cultural infrastructure in under-resourced communities and expand public access to the traditional arts. As part of ACTA's program team, the program manager will build local relationships with artists, cultural leaders, and organizations; provide technical assistance; support grant seekers and fiscally sponsored projects; and coordinate regional public programs such as festivals, concerts, workshops, and convenings.

All ACTA Program Managers:

- Assist in program design, budgeting, and monitoring expenses.
- Are chief implementers of their program areas, working in close collaboration with colleagues.
- Are capable of supervising others.
- Are required to travel, think holistically about programs statewide, and work cross-programmatically.
- Participate in the raising of funds and support the evaluation and reporting of program activities.
- Regularly prioritize their own work and the work of others based on the organization's mission and the competing needs of a variety of programs and program deadlines.

PROGRAM FOCUS

This program manager anchors ACTA's work with Fresno-based artists, culture bearers, and community organizations, while contributing to statewide initiatives, as appropriate. This role combines remote responsibilities with regular in-person fieldwork and media documentation, relationship-building, and community engagement throughout Fresno. The position plays a central part in strengthening ACTA's presence in the region by connecting with cultural leaders, attending community events, and identifying opportunities that reflect Fresno's diverse traditions. Through regular engagement across neighborhoods, collaboration with partner organizations, and support for intergenerational programs, such as apprenticeships and community cultural gatherings, the program manager helps build a more connected cultural network in Fresno—supporting local leadership and expanding opportunities for artists to share their work with the public.

JOB DUTIES

- Provide individualized support to artists and groups through technical assistance, grant advising, and fiscal sponsorship coaching.
- Plan and implement local programming, including a new major folklife festival in Fresno.
- Build relationships with community partners, cultural leaders, and institutions to shape programming and outreach.
- Coordinate with ACTA staff and contractors to deliver effective public programs, including workshops, cultural asset mapping, and concerts.
- Provide written reports, program descriptions, and program evaluations.
- Represent ACTA in the field and take the initiative to design and implement convenings to grow and develop the Fresno area.
- Convene quarterly meetings of a Fresno-based consortium of folklife partners as an advisory group.
- Be available to represent ACTA on panels and field meetings locally, regionally, and nationally as necessary.
- Identify and/or develop content for media distribution that highlights and educates the general public.
- Contribute to ACTA's media, evaluation, and fundraising efforts by preparing content, documenting activities, and participating in grant reporting.
- Other duties as assigned.

SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED

- Minimum of a bachelor's degree in a related field such as American Studies, applied anthropology, community-based arts, cultural studies, ethnography, ethnomusicology, ethnic arts, folk and traditional arts, or public folklore; or comparable professional experience.
- Minimum 3 years of relevant work experience in fields such as community-based arts, community organizing, applied anthropology, or public folklore.
- Demonstrated alignment and endorsement of ACTA's mission and values, with a strong grounding in racial and cultural equity and social justice.
- Strong skills in writing, media documentation, event production, and project organization.
- Effective communication skills across writing, speaking, facilitation, and relationship-building.

- Administrative capacity and use of technology to support planning, programming, documentation, and evaluation.
- Ability to travel locally and occasionally statewide.
- Capacity to accommodate shifting priorities, changing programs, and a regularly evolving cultural and funder landscape.
- Familiarity with California's cultural landscape and experience working with BIPOC, multilingual, and/or economically underserved communities.
- Fluency in Spanish or another language commonly spoken in California is a plus.
- Lived experience as a tradition bearer, cultural worker, or artist is highly valued.
- Prior experience working with small, community-based arts organizations is a plus.

PAY & BENEFITS

The compensation for this position will be dependent on experience. ACTA's pay rates are benchmarked to *Fair Pay California Nonprofits*. ACTA's pay range for this position is \$71,500/year to \$85,000/year, depending on experience. Excellent benefits are provided, including medical, dental, FSA plan, life insurance, 403(b) retirement contribution, wellness stipend, paid sick days, and holidays.

TO APPLY

Please submit a resume, cover letter, and the following work samples to jobs@actaonline.org, with the subject line "Fresno Program Manager."

- **One writing sample** that demonstrates your experience in community outreach, program planning, or cultural engagement (e.g., a project description, program summary, outreach communication, etc.).
- **1-2 brief work samples** that show your ability to support or lead community-based arts or cultural programming. These could include:
 - o Flyer, agenda, or summary for a cultural event or workshop
 - o Sample outreach or informational materials you developed for artists or community groups
 - o Program documentation, including photos, social media posts, or reports
 - o Other relevant material

APPLICATION DEADLINE

The priority deadline is January 26, 2026. ACTA will begin reviewing applications on this date. Position open until filled.

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.

Updated: December 9, 2025