



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Foodways Coordinator**
Reports To: Executive Director
Status: Part-Time, Temporary
Location: ACTA Fresno Office; on-site at the Festival (October 2-4, 2026)
Pay Range: \$30-\$35 per hour, depending on experience
Schedule: August-October 2026; hours vary based on festival planning and operational needs.

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 Foodways Coordinator is responsible for planning, coordinating, and implementing the Foodways Program for the Great Valley Gathering Folklife Festival (October 2–4, 2026), highlighting California's diverse culinary traditions through demonstrations, conversations, tastings, and educational experiences. Working closely with the Festival Director, Festival Coordinator, and Production team, this position coordinates tradition bearers, chefs, cooks, farmers, and community partners to present engaging programs that celebrate the cultural significance of food as an expression of heritage, identity, and community. The Foodways Coordinator serves as the primary liaison for Foodways presenters throughout the planning and festival process, coordinating communications, schedules, program logistics, demonstration needs, and on-site support. This position helps create meaningful visitor experiences while supporting participating culture bearers and maintaining the cultural integrity of the festival's Foodways programming.

PROGRAM FOCUS

This role is dedicated to supporting the successful planning and execution of ACTA's inaugural folklife festival in Fresno. The position works across internal teams, contractors, and partners to align production planning with programmatic goals, site conditions, and community engagement priorities. The Foodways Coordinator contributes to supporting a cohesive and well-coordinated festival environment.

JOB DUTIES

- Coordinate all logistical aspects of the Foodways Program following selection by the Festival Director.
- Coordinate communications with presenters before, during, and after the festival.
- Develop and maintain Foodways schedules and coordinate demonstration timing, transitions, and integration with the overall festival program.
- Coordinate demonstration space layouts, staging, equipment, utilities, supplies, and ingredient procurement
- Work with presenters, vendors, and festival staff to coordinate food preparation, demonstration logistics, setup, operations, and breakdown.
- Assist with interpretive materials, signage, educational content, and visitor engagement for the Foodways area.
- Monitor Foodways activities throughout the festival, addressing operational issues and coordinating solutions with festival leadership and staff.
- Maintain accurate program records, schedules, participant information, and other program documentation.
- Assist with post-event evaluations, reporting, and program documentation.
- Perform other related duties as assigned.

SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED

- Experience coordinating cultural programs, culinary events, festivals, educational programming, or community events.
- Knowledge of traditional foodways, culinary heritage, agriculture, or cultural arts is highly desirable.
- Experience working with artists, culture bearers, chefs, or community organizations.
- Strong organizational and project management skills with excellent attention to detail.
- Ability to coordinate multiple presenters, schedules, and logistical details simultaneously.
- Excellent written, verbal, and interpersonal communication skills.
- Strong problem-solving skills and the ability to adapt quickly in a dynamic event environment.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Ability to work evenings, weekends, and extended hours during festival operations.
- Ability to work outdoors for extended periods and lift or move materials weighing up to 25 pounds with or without reasonable accommodation.
- Bilingual proficiency in English and Spanish is highly desirable.
- Valid California driver's license and reliable transportation are preferred.

TIME COMMITMENT

August: Approximately 30-35 hours per week

September–October: Approximately 40 hours per week

Onsite presence required for the full duration of the festival, including key production days

PAY

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 \$30-35/hour, depending on experience.

TO APPLY

Please submit the following application materials to jobs@actaonline.org with the subject line "Foodways Coordinator":

- Cover letter describing your interest and relevant experience
- Current resume
- Three professional references, including each reference's name, title, organization, contact information, and relationship to you

APPLICATION DEADLINE

This position is open until filled. Applications will be reviewed on a rolling basis. The preferred start date is August 3, 2026.

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: July 20, 2026