



ALLIANCE for
CALIFORNIA
TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Program Coordinator**
Reports To: Media Director/ Program Manager—Southern California
Status: Exempt, Full-time
Posted: May 7, 2018. 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 culturally competent leadership, intellectual capital, and excellence in program administration, ACTA is the official partner of the California Arts Council in serving the state's folk and traditional arts field. Founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators, ACTA has grown into a \$2+ million, statewide organization. Headquartered in Fresno, it has field offices and staff located in Los Angeles, San Francisco, and Berkeley.

JOB SUMMARY

This Program Coordinator position is based at ACTA's Los Angeles field office and requires the ability to travel throughout Southern California, and as needed, statewide. The Program Coordinator provides critical collaboration in the implementation of ACTA's Southern California programs, particularly two major initiatives: **Building Healthy Communities—Boyle Heights (BCH-BH)** and **Promise Zone Arts (PZA)**.

JOB DUTIES

Building Healthy Communities – Boyle Heights (BHC-BH) is an initiative of The California Endowment. ACTA's current grant-funded project – Engaging Cultural Assets—started in 2011 and involves designing and implementing heritage-based cultural programs in collaboration with multiple partners, working to engage neighborhood residents in driving social change and collective wellness. The Program Coordinator will be responsible for the administration and implementation of this program in association with Program Manager Quetzal Flores. This work will average 25% of the Program Coordinator's time and includes:

- convening and administering partner meetings
- community outreach and event promotion
- event logistics planning and implementation
- assisting with planning and communication

- program budget management and contracting with service providers
- writing and editing reports about the program's outcomes

ACTA is one of two principal contractors for the City of Los Angeles Cultural Affairs Department in the implementation of the **Promise Zone Arts (PZA)** initiative. The Los Angeles Promise Zone, coordinated by the Mayor's office, targets community improvement in highly dense and diverse, underserved communities in Central L.A. including East Hollywood (Little Armenia, Thai Town), Hollywood, Koreatown and Pico Union/ Westlake. ACTA and LA Commons are conducting cultural mapping and community engagement activities to identify cultural assets, including folk and traditional artists that contribute to the area's rich cultural fabric. An online Cultural Treasures story bank is being created to inspire use of the assets mapped to advance cultural vitality. Neighborhood sharing events showcase cultural treasures and encourage dialogue. The Program Coordinator will be responsible for the administration and implementation of this program in association with Program Co-Director Amy Kitchener and project partners. This program component forms approximately 50% of the Program Coordinator's time over the next 9-12 months.

Other areas of responsibility, approximately 25% of the workload, include assisting in providing ACTA's on going services, programs and technical assistance in the Southern California region. These include:

- Working, along with the rest of the program staff on ACTA's communications team, to develop new content on ACTA's website, in its e-newsletter, and in other publications
- Collaborating on ACTA special initiatives and programs including community-based fieldwork
- Organizing events, specifically LA-based Traditional Arts Roundtable programs (4-6 per year)
- Providing assistance to ACTA's development team which may include contributing to writing grant proposals in partnership with the other staff
- Other duties as assigned

SKILLS, QUALIFICATIONS, & ATTRIBUTES NEEDED

- Minimum Bachelor's Degree in folklore, cultural anthropology, ethnomusicology, cultural studies, American studies, or related field and/or at least two years experience with designing and implementing public programs related to traditional or community-based arts
- A demonstrated commitment to racial and cultural equity and social justice
- Ability to take initiative in problem solving and developing effective program strategies in partnership with program colleagues
- Prior work and expertise demonstrating cultural competence with diverse communities and cultural traditions

- Experience with and knowledge of Los Angeles artists, communities and organizations
- Excellent writing, speaking, and networking skills
- Ethnographic fieldwork and research skills including media documentation
- Community engagement, organizing, and inspired collaboration skills
- Computer skills using Microsoft Word and Excel
- Administrative skills, including ability to manage projects and budgets, meet deadlines, and track details
- Ability to work independently as well as to function as part of a team
- Ability to travel throughout Southern California, and as needed, statewide
- Spanish or other non-English language abilities 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 upon experience. All ACTA salaries are benchmarked to nonprofit salary ranges; 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 that outlines the skills and experience that make you a good candidate, and include resume, and the names, addresses and telephone numbers of three references to: actajobs@gmail.com with PROGRAM COORDINATOR in the subject line.

This position is open until filled. Applicants will be reviewed as received beginning May 7, 2018.