



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Program Manager/Northern California**
Reports To: Executive Director
Supervises: None at this time, but should be capable of supervising
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 Los Angeles, San Francisco and Berkeley.

JOB SUMMARY

ACTA's executive director serves as its chief program director. A series of program managers 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 and to deal with shifting priorities.

All ACTA Program Managers are:

- involved in program design, budgeting, and monitoring
- the chief program implementers, in heavy collaboration with colleagues
- capable of supervising others
- required to travel, think statewide, and work cross-programmatically
- participants in the raising of funds and the reporting on program implementation
- regularly prioritizing their own work and work of others based on the needs of a variety of competing programs and program deadlines

The Program Manager/Northern California works solo out of an office located in San Francisco's Presidio. This position manages ACTA's statewide Living Cultures Grant Program, its Traditional Arts Roundtable (Bay Area), and contributes to Sounds of California, and other initiatives as appropriate.

JOB DUTIES

- Manages the Living Cultures Grant Program (40-50% of duties) which requires the promotion and dissemination of program information, management of the application process (100+ annually), panel review process, grant awards, site visits, and reporting
- Convenes and manages the Traditional Arts Roundtable program facilitating salon style issues-based dialogues 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. In tandem with the Program Manager/Southern California will develop and implement the CAC contract for technical assistance to small organizations of color
- Collaborates with other program staff to curate and produce public programs
- Provides written reports, program descriptions, and program evaluations.
- Facilitates contracts with external consultants for commissioned research, evaluation and/or publication projects
- Represents ACTA in the field and takes the initiative for designing and implementing convenings as appropriate and for opportunities 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 visual and text-based products for media distribution that highlight and educate the general public
- Designs and tracks appropriate metrics to document program effectiveness

SKILLS, QUALIFICATIONS, & ATTRIBUTES NEEDED

- Minimum 5 years of work experience or relevant experience (e.g., deep content experience)
- Minimum Bachelor's Degree in folklore, cultural anthropology, ethnomusicology, cultural studies, American studies, or related field; advanced degree preferable
- A demonstrated commitment to racial and cultural equity and social justice
- Solid writing, documentation skills, event production, organizational and communication skills
- Prior experience working in and/or with small, community based arts organizations a plus
- Prior experience with grants management and maintaining foundation relationships is a plus
- Fluency in other languages, membership in traditional communities, arts training or practice, lived experience of diverse cultural traditions, prior experience working with artists, are all pluses
- Given our current staffing qualifications, there is preference for performing arts expertise in this position
- 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

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 and reference Program Manager/Northern California in the subject line.

Please indicate your earliest availability, your salary requirements, and whether we need to keep your application confidential. In addition, please provide a writing sample and explanation of what it was written for and who else was involved in the writing or editing. For more information or a confidential conversation, serious candidates should consult our search consultant **Melanie Beene at 415 648-0174 or mbeene@me.com**.

DEADLINE

This position will remain open until filled. Applicants will be reviewed as received beginning May 7th.