

Program Manager

info@artEquity.org



Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

Team Approach

artEquity works with a team approach based on administrative and project needs. This position will be the Team Lead for key national initiatives and report to the Director of Programs.

Responsibilities/Duties

Working with a dynamic team of staff and facilitators, the Program Manager provides supervision and administration for artEquity programs including scheduling, team communications, logistics, budgeting, registration support, curriculum development, participant selection/communication, workshop facilitation, and more. As a member of a collaborative national team, the Program Manager will work remotely, attending teleconference and video meetings, as well as periodic in-person convenings, meetings, and trainings. Primary duties will include, but not be limited to:

Program Management and Administration

- Create and manage the work plan(s) for existing virtual and in-person programs as assigned.
- Supervise and collaborate with contracted Program Producers, Facilitators, and tech support staff.
- Monitor the day-to-day delivery of programs in order to ensure ongoing programmatic integrity.
- Support participant registrations.
- Draft and manage communications to participants, external partners, vendors, and facilitators.
- Collaborate with the Operations Team to ensure ASL, CART, and other accessibility resources are provided as needed.
- Co-design and manage program budget, tracking, and reporting, including monthly review of program budget report from bookkeeper.
- Provide leadership during virtual programming on platforms like Zoom and Google Meet.
- Manage and provide administrative support for the in-person program experience, supporting areas such as booking travel, lodging, and catering; securing venue and vendor partnerships; creating and communicating Covid safety protocols; curating Swag Bags; etc.
- Facilitate the creation and updating of program curriculum.
- Conduct site visits and manage ongoing relationships with host arts organizations.
- Travel to and provide onsite leadership and support for in-person programming.
- Participate in grant writing, funder calls, and grant reporting as needed.

Team Participation

- Participate in weekly full team calls and share program updates with team members as needed.
- Participate in team retreats and renewal events.
- Participate in antiracist and anti-ableism working groups/training as appropriate.

Strategy and Vision

- Contribute to the strategic vision for artEquity programming.
- Work collaboratively with the Programming Team to design the overall programming calendar.

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- Collaborate with the Director of Marketing and Communications on communications to potential audiences via e-blasts, social media, and the website.
- Collaborate with the Programming Team to further develop existing programs and launch new programs that artEquity has conceived of but not yet started.
- Schedule and facilitate team check-ins, prep calls, and debrief opportunities.

Skills

- Have significant experience in program administration and management.
- Have an affinity for detail-oriented tasks and administrative processes.
- Be able to hold and execute multiple simultaneous work plans.
- Have experience facilitating large groups and addressing social justice/antiracism content.
- Have a commitment to social justice and activism.
- Have experience supervising others and moving diverse teams toward complex goals.
- Have exceptional written and verbal communication skills.
- Have a willingness and ability to engage in strategic thinking and planning.
- Have an interest in and/or familiarity with the arts.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Have the ability to collaborate and skillfully receive and integrate feedback non-defensively.
- Be comfortable making decisions and working independently, as well as working collaboratively.
- Must be familiar with both Microsoft Suite and Google Drive platforms, Canva, project management software, Wix, Zoom, and MailChimp, as well as all social media programs.
- Access to local transportation and willingness to make local and national trips and drive on behalf of artEquity when needed.

Job Status: Full-time (35 Hours), Hourly, Non-exempt Employee

Compensation

- 35 hours/week staff position at \$28–\$30.25/hour (\$50,960–\$55,055 annually)
- Health and dental (employer pays 50%)
- Access to vision plans
- Annual professional development stipend
- Annual wellness stipend
- Monthly technology stipend
- Partial office/computer equipment reimbursement
- Access to 401K (non-matching)
- 14 paid holidays
- Paid time-off accrual
- One-week paid summer break
- Two-week paid winter break
- Flexible Spending Account (FSA)
- Access to One Medical (on-demand care)
- Access to Health Advocate
- Access to Talk Space Mental Health Therapy
- Access to supplemental life insurance
- Access to long-term disability insurance
- Access to short-term disability insurance

Commitment to equity and social justice

artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.