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 will provide oversight for artEquity programs including program design, scheduling, team communications, logistics, budgeting, registration support, curriculum development, participant selection/communication 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:

Strategy and Work Plan Management
- Contribute to the strategic vision for artEquity programming.
- Collaborate with the Communications Manager on marketing and communications to potential audiences via E-blasts, social media, and the website.
- Work with the Programming Team to continue refining in-person programming for existing and new programs.
- Lead efforts to refine safety protocols for in-person programming.
- Schedule and facilitate team check-ins, prep calls, and debrief opportunities.

Program Management
- Provide oversight for existing virtual and in-person programs as assigned.
- Work collaboratively with contracted Program Leads, Facilitators, and tech support team members.
- Monitor the day-to-day delivery of programs in order to ensure ongoing programmatic integrity.
- Work collaboratively with the Programming Team to design the overall programming schedule.
- Support participant registrations and communications.
- Work collaboratively to ensure ASL, CART, and other resources are provided as needed.
- Co-design and manage program budget, tracking, and reporting including monthly review of program budget report from bookkeeper.
- Provide support through virtual platforms like Zoom, Google Suite, and more.
- Provide oversight for the participant registration process, travel, lodging, catering, site visits, and ongoing communications.
- Serve as liaison to host arts organization staff, including conducting site visits and managing ongoing communications.
- Travel to and provide onsite support at in-person programs.
- Serve as Team Lead or provide support to other existing or emerging initiatives as needed.
Program Manager

General Administration
- Participate in scheduled team calls as needed.
- Participant in team retreat and renewal events.
- Participate in anti-racist working group(s)/training and anti-ableism working groups/training as appropriate.
- Participate in grant writing, funder calls, and grant reporting as needed.

Skills
- Have 3 years of experience in program coordination or management.
- Have a commitment to social justice and activism.
- Have demonstrated project management experience.
- Have strong communication skills both written and verbal.
- 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.
- Must be able to work independently, have strong decision-making skills, and also work collaboratively as part of a dynamic team.
- Must be familiar with both Microsoft Suite and Google Drive platforms, Canva, project management software, Wix, and MailChimp, as well as all social media programs.
- Access to local transportation and be willing to make local and national trips and drive on behalf of artEquity when needed.
- Experience with facilitating group dialogue is a plus.

Job Status: Full-time (30 Hours), Hourly, Non-exempt Employee

Compensation
- 30 hour/week staff position at $25 - $30/hour ($39,000 - $46,800 annually)
- Health and dental (employer pays 50%)
- Access to Vision plans
- Annual Professional development stipend
- Annual Wellness stipend
- Monthly Technology stipend
- Access to 401K (non-matching)
- 14 Paid holidays
- Paid Time Off accrual
- One week paid summer break
- Two weeks paid winter break

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.