Alumni Gathering Producer

artEquity will hold an Alumni Gathering taking place April 20 - 23, 2023 in New Orleans that will bring together alumni from a variety of programs for community-building and collective action.

Team Approach
artEquity works with a team approach based on administrative and project needs. This contract position will support the following program: Alumni Gathering.

Reports to: This position reports to the Director of Programs

Responsibilities/Duties
Working with a dynamic team of staff and facilitators, the Alumni Gathering Producer is a seasonal, contract position that will provide leadership for all administrative and logistical needs of the national Alumni Gathering. This will include participant follow-up and support, scheduling, event logistics, communication with New Orleans-based partners and artists, and research. As a member of a collaborative national team, they will be based in New Orleans, attending teleconferences, video meetings, and in-person meetings as needed, including being present before, during, and after the April 20 - 23, 2023 Alumni Gathering.

The Alumni Gathering Producer will collaborate closely with the Director of Programs and Program Manager to ensure all administrative and logistical program needs are met, including but not limited to:

- Managing and updating the program work plan;
- Collaborating with the program team to ensure program planning meetings are organized: creating agendas, sharing resource materials, and scheduling Zoom meetings;
- Attending regular program team meetings and support with note taking and tracking next steps;
- Relationship-building with local partner organizations and artists/activists;
- Providing support in scheduling, including meetings between artEquity team, local venues, and artists/activists;
- Researching venues, local artists/activists, and other items as agreed upon;
- Coordinating hotels, transportation, and catering;
- Organizing audiovisual and other equipment/supply needs;
- Providing support for program evaluation and reporting as needed; and
- Providing other administrative assistance to staff and facilitators as agreed upon.

Skills

- Have a commitment to social justice and art activism.
- Have demonstrated project coordination 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 good knowledge of geographic areas as well as artists, activists, and social justice organizations in New Orleans.
- 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.
- 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 as well as Zoom and Canva.
- Experience with facilitating group dialogue is a plus.
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Compensation
● 30 hours per month (January 2022 - April 2023); $22.50/hour
● This is a seasonal contractor position; a Form 1099 will be issued.

Application
● Please email cover letter and resume to alumni@artEquity.org subject line “Alumni Gathering Producer”

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.

About artEquity
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.