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
The artEquity staff works with a team approach based on administrative and project needs. This position will be the Team Lead for National Program Initiatives.

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:

National Program Initiatives
- Provide oversight for existing virtual programs: Everyday Justice, Finding the Keys, BIPOC Leadership Circle, BIPOC Surviving Predominantly White Institutions, Strategies for Change, Artist + Activist Community Fund, Women of Color in Leadership, Talking Back! and more. This includes:
  - Working collaboratively with contracted Program Leads and Facilitators;
  - Monitoring the day-to-day delivery of programs in order to ensure ongoing programmatic integrity;
  - Scheduling and facilitating team check-ins, prep calls, and debrief opportunities;
  - Providing support through virtual platforms like Zoom, Google Suite, and more;
  - Supporting participant registrations and communications;
  - Providing program updates to staff, board, and funders as needed; and
  - Working collaboratively with Accessibility Coordinator to ensure ASL, CART, and other resources are provided as needed;
  - Collaborating with the Communications Manager on marketing and communications to potential audiences via E-blasts, social media, and the website.
- Provide oversight for the return to in-person programming for existing and new programs. This may include:
  - Leading efforts to establish a safety protocols for a return to in-person programming;
  - Providing oversight for the participant registration process, travel, lodging, catering, site visits, and ongoing communications;
  - Serving as liaison to host arts organization staff, including conducting site visits and managing ongoing communications; and
  - Traveling to and providing onsite support at in-person programs;
- Contribute to the strategic vision for artEquity programming;
- Co-design and manage program budget, tracking, and reporting including monthly review of program budget report from bookkeeper;
- Provide administrative support to non-staff program leads and partners;
- Track contracted program staff timesheets, payroll, and/or invoices;
- Track program vendor invoices; and
- Serve as Team Lead or provide support to other existing or emerging initiatives as needed.

Administration
- Provide support for ongoing program evaluation;
- Participate in scheduled staff and facilitator calls as needed; and
- Participate in grant writing, funder calls, and grant reporting as needed.
Program Manager

Skills

● 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.
● Must be able to work independently, having 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, project management software, as well as all social media programs.
● Must have 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.

Compensation

● $25.71/hour x 30 hour/week (This is the current base pay while artEquity undergoes a compensation review with a commitment for pay adjustment effective 7/1/22.)
● Health and dental (employer pays 50%)
● Access to Vision plans
● Professional development stipend
● Wellness stipend
● Technology stipend
● Access to 401K (non-matching)
● 13 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.