



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: **Program Coordinator**
Reports To: Program Manager
Status: Exempt, Full-time
Posted: 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, 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 \$2.3 million, statewide organization. Headquartered in Fresno, it has field offices and staff located in Los Angeles and San Francisco.

JOB SUMMARY

The Program Coordinator is in charge of coordinating ACTA's Arts in Corrections Program (AIC) in Southern California correctional facilities. This staff member will work closely with and reports to the AIC Program Manager to implement an impactful Arts in Corrections Program in California Department of Corrections and Rehabilitation (CDCR) Institutions. This position will be based at ACTA's Los Angeles office.

JOB DUTIES

Coordination of artistic residencies in correctional facilities including:

- Planning residencies in Southern California institutions in coordination with contracted artists, planning artist schedules
- Making site visits to residencies, monitoring progress
- Planning orientations for artists, assisting with program training
- Planning and executing culminating events at each institution
- Coordination and consistent communication with Community Resource Manager (CRMs) and other prison staff
- Planning and implementing program evaluation
- Assisting with project documentation, including video documentation and radio features, in coordination with ACTA staff and independent contractors
- Monitoring contract to ensure deliverables are met
- Monitoring program expenses in coordination with the Operations Manager
- Communicating with administrative staff (Operations Manager, Program Coordinator/Administrative Assistant) about scheduling, invoices, payments and other needed administrative functions of the program

- Other duties as needed to ensure smooth and effective program delivery.
- Preparing monthly reports on program progress
- Other duties as needed

SKILLS, QUALIFICATIONS, ATTRIBUTES NEEDED

- Minimum 5 years of work experience or relevant experience (e.g., arts program development)
- Minimum Bachelor's Degree in a relevant field (e.g., folklore, anthropology, ethnomusicology, arts, ethnic studies) or equivalent experience.
- A demonstrated commitment to racial equity and social justice.
- Prior experience in working with at risk populations, preferable in a correctional setting
- Ability to communicate effectively with contracted artists, CDCR staff and ACTA staff
- Prior experience in arts program implementation and administration
- Dynamic, self-motivated individual with the ability to work independently and as part of a team
- Excellent writing, editing, organizational and communication skills
- Attention to detail, ability to work under deadlines, and to track budgets
- Ability to travel throughout the Southern California region and as needed, statewide

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 salaries ranges; excellent benefits are provided.

TO APPLY

Send a letter of interest (that outlines the skills and experience that make you a good candidate), resume, and the names, addresses and telephone numbers of three references to: actajobs@gmail.com. We will begin processing applications on Aug. 14. This position is open until filled.

View the full Arts in Corrections program description at [this link](#).