



# ALLIANCE for CALIFORNIA TRADITIONAL ARTS

## JOB DESCRIPTION

Job Title: **Program Manager**  
Reports To: Executive Director  
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 Manager is in charge of the overall management of ACTA's Arts in Corrections Program. This manager will work closely with the executive director and program and administrative and coordination staff to develop and implement an impactful Arts in Corrections Program in California Department of Corrections and Rehabilitation (CDCR) Institutions. The Program Manager, in coordination with the executive director, will develop the overall vision for the program and ensure the effective delivery of program goals. The program manager will oversee the documentation and evaluation of the program. This position will be based in ACTA's Fresno office, in the Central Valley.

## JOB DUTIES

- Curatorial contribution to AIC roster of artists
- Designing training curriculum for AIC artists
- Planning and managing residencies at Central Coast and Central Valley institutions
- Supervision of AIC Program Coordinator (S. California)
- Making site visits to residencies, monitoring progress
- Coordination and consistent communication with Community Resource Manager (CRMs) and other CDCR and California Arts Council
- Planning and implementing program evaluation
- Planning and implementing project documentation, including video documentation and radio features, in coordination with ACTA Program Director and independent contractors
- Monitoring state contract to ensure deliverables are met
- Monitoring program budget in coordination with the Operations Manager

- Working with development staff, assist in the development of proposals to continue funding for this program
- 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 administration, ethnic studies) or equivalent experience; advanced degree preferable.
- A demonstrated commitment to racial equity and social justice
- Prior arts and culture work; Experience working deeply in communities of color in collaborative relationships and/or cultural organizing
- Prior experience in working with populations at risk, preferably in a correctional setting
- Dynamic, self-motivated individual with the ability to work independently, and as part of a team
- Experience supervising staff
- Exceptional writing, editing, organizational, and communication skills
- Attention to detail, ability to work on tight deadlines, and to track budgets
- Ability to travel 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](mailto: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](#).