Program Associate – Position Description

Opening: Ready to hire immediately. While we are highly motivated to fill this position, we will accept applications until the job is filled.

Schedule: 20/week. Monday-Friday. Flexible hours and weekends on an as-needed basis.
Location: Arts Council office on the Tannery Arts Center campus in Santa Cruz
Reporting: This position reports to the Arts Education Director and Grants Manager
Supervisory Responsibilities: None

Salary & Benefits:

- Salary range $18-20/hr
- Part-time, non-exempt position, working 20 hours per week. We are looking for a minimum one-year commitment. We believe in work-life balance and are committed to keeping the workload in alignment with the true hours worked.
- Generous vacation/sick days package and a flexible, family-friendly schedule.

Who we are: For 40 years, Arts Council Santa Cruz County has led the charge to support the unique, ever-evolving Santa Cruz County arts community. We're passionate advocates for the arts and the organizations and people who make art happen. We believe in the power of the arts to transform our community, and our daily work of art reflects that belief. Our staff and board team are deeply committed to and fired up about our mission to generate creativity, vibrancy, and connection in Santa Cruz County.

The job: We're looking for a passionate and skilled Program Associate – someone with a heart for the arts, a head for spreadsheets, the ability to juggle a variety of tasks while supporting a number of programs. The Program Associate will support the Council's Grants and Arts Education programs.

What's it like to work with us? We operate a highly collaborative and supportive workplace where staff is largely self-directed. We all have the opportunity and are expected to contribute not just to our own work but also to the strategic direction of the organization. We work hard. We have fun. We take responsibility for mistakes and celebrate successes. We live and breathe by our core values: collaborative, adaptable, innovative, service---oriented, and effective and professionally run. A sense of humor and a compassionate disposition are required. We are an award---winning Family Friendly Workplace; we always have plenty of chocolate and coffee; and we love our work.

Most importantly, we are all here to be of service to the arts and to our community.

And now for something completely different: The ideal candidate will have the majority of the skills outlined in this job description. However, if you beautifully fit most, but not all, of the bill, apply anyway. In either case, be direct in your cover letter about your strengths, interests, and fit for this position.

The Arts Council is an equal opportunity employer. People of color are strongly encouraged to apply.

What does our hiring process look like?

- We will review applications on a rolling basis until the position is filled.
- We will begin scheduling interviews as soon as we have strong candidates.
- Following the interview, we may ask for some prepared materials relevant to this position, and conduct a second round of interviews.
- We will then extend an offer to the best candidate as soon as references are checked.

To apply: Please email your resume and a cover letter in one PDF outlining your interest and fit for the position to info@artscouncilsc.org. Please title your email and the PDF with this naming convention: Your last name - Program Associate Application. In your cover letter, please do not restate information we'll find in your resume. Tell us why this opportunity lights your fire, and why you would be an amazing fit at the Arts Council. Applications without a cover letter will not be considered.

Essential Duties and Responsibilities

Arts Education (60%)

- Collect SPECTRA artist applications and set up interview panels, twice a year
- Set up and administer SPECTRA matching grants in our online grant system, including promotion, communications with applicants and grantees, and grant contract management
- Support in collection and preparation of art for exhibits
- Data entry as needed
- Collect program schedules and coordinate site visits with Arts Ed Committee members
- Collect testimonials from Teaching Artists, students, and classroom teachers

- Facilitate the administration of student evaluations and after school and in school site program evaluations, track responses, and glean testimonials and quotes for use in online and print publications
- Support Program Director in developing teaching artist independent contractor MOUs for Special Initiative programs
- Set up of Family Arts Nights events, act as key contact to school sites and teaching artists
- Prepare for all regular Arts Ed meetings and events, including all copied materials, and purchasing food and refreshments
- Support promotion of all Arts Ed programs and events
- Keep all arts ed materials and communications current
- Additional administrative tasks as assigned

Grants (40%)

- Set up and administer Grants Program processes in our online application system including promotion, communication with applicants and grantees and grant contract management
- Assist with compiling applications for review, and manage associated communications
- Coordinate grant review assignments for volunteer grant panelists
- Coordinate and update our online forms, communications, and contacts
- Manage calendar of grantee events and provide comp tickets for staff/board
- Support Program Manager in preparing board and committee reports
- Prepare for all regular Grants and Associates meetings and events, including all copied materials, and purchasing food and refreshments
- Maintain a list of local/regional grants opportunities available to Santa Cruz County artists and organizations
- Support the Grants Program Manager with occasional research projects
- Support promotion of Grants programs and events
- Keep all grant materials and communications up to date
- Additional administrative tasks as assigned

Knowledge, Skills, & Abilities

- Proficient Spanish speaker required
- Ability to translate documents and online forms between Spanish and English
- Proficiency with web-based systems and familiarity with project management
- Interest in the Santa Cruz creative sector
- Able to read, understand, and create reports and spreadsheets
- Excellent writing and communication skills

- Able to stay focused on the details
- Ability to work cooperatively and flexibly on a range of projects
- Comfortable setting priorities and asking for support when needed
- Ability to use the latest versions of G Suite and Microsoft Office products, Adobe Acrobat, social media tools, mail merges, email, and web searches
- Able to ask questions, share opinions, and disagree congenially
- Quick and resourceful problem-solver