



**Position:** Programs Associate

**Location:** 340 16th St., San Diego, CA

**Category:** Programs / Operations

**Job Type:** Part-time (25-28 hours a week), in person. Some evening and weekend hours are required.

**Salary:** \$21 - \$22

**Type of Pay:** Hourly

**Contact Name:** Jennifer de Poyen

**Contact Email:** sdspace4art@gmail.com

Space 4 Art was founded in 2009 with a mission to establish a dynamic creative center where artists live, work, mentor youth, and share their work with the community in an innovative and educational environment.

- We believe in **Synergy** — Artists from disparate backgrounds working together in proximity inspire each other.
- We believe in the **Power** of art — Art is transformative and can lead to healthy growth in marginalized communities.
- We believe in the **Artistic dividend** — Arts are an essential element of the cultural economy that attracts creative thinkers from other fields to our city.
- We believe in **Cultural diversity** — Arts can fortify existing communities and traditional cultures.
- We believe in **Empowerment** — Community design/build projects give artists control and connect them to their creations and communities.

We believe in the need for affordable **SPACE** for artists to **#MakeSpace4Art!**

Our core programs are providing (1) affordable studios to artists, (2) art educational outreach to schools, and (3) cultural programming to the community.

## **ROLE DESCRIPTION**

Space 4 Art seeks a highly motivated individual with strong service, interpersonal, and administrative skills, and a passion for the arts, to serve as the Programs Associate in a part-time role at a pivotal time in the organization's history. Space 4 Art is an ambitious, dynamic arts nonprofit, and we are looking for an ambitious, dynamic professional who could grow into a more senior role as we expand our capacity to **#MakeSpace4Art** in San Diego!

The Programs Associate must have a strong desire to improve and evolve our mission. This role requires hard work, organization, clear communication, a hunger to provide tangible value, a desire to learn, and strong resilience within a unique role at a small but rapidly growing organization. The successful candidate is an enthusiastic, self-motivated team player with excellent communication and people skills, superior attention to detail, and strong project management skills.



This position is at the core of all programs. General duties include property management, community building and collaboration, outreach coordination, education program & event management, and operational support. This position is in-person at our East Village facility.

Candidates should have a Bachelor's/Associate's degree and/or demonstrated history of managing property and/or programs for a nonprofit. We are looking for someone with the desire, ability, and passion for our mission to grow with us as we build out our Arts Center project.

Join a small but mighty team that works hard, cares about each other, has a passion for the arts, and enjoys the positive impact of our work in San Diego!

## **RESPONSIBILITIES**

- Property Management of Artist Studios
  - Oversee lease compliance, and monthly rent and fee collection, for 20+ work/live and work-only studios;
  - Manage property maintenance issues, including working with vendors and contractors, communication with property owners, tenant-artists, and neighboring tenant businesses;
  - Manage inventory for community space supplies;
  - Manage studio turnovers and annual lease renewals.
- Community building with Resident-Artists
  - Serve as liaison between resident-artists and administration, and as a connection-resource for the resident-artist community;
  - Organize regular tenant meetings;
  - Administer tenant Google group.
- Event Management
  - Lead planning and execution of Space 4 Art events, such as organizing volunteers, securing vendors, communicating with artists and performers, and other participants as needed, creating signs, and managing food/beverage/supplies;
  - Work with Marketing/Development for event communication plan - fliers, social media, newsletter, website, etc;
  - Attend events— participate and lead set-up/breakdown/activities with volunteers.
- Education Program Management
  - Manage contracts with schools and artists;
  - Work with partner schools and contracted teaching-artists to provide art programming;
  - Manage logistics and budget for the educational program;
  - Collect feedback and track impact of the program;
  - Identify new partner schools/organizations/teaching-artists.
- Operational Support
  - Oversee all office operations, including IT / insurance / inventory / mail / phone;
  - Organize filing systems and manage archives.



## **KNOWLEDGE & SKILLS REQUIRED**

- Excellent organizational abilities and attention to detail
- Ability to prioritize and manage multiple projects, follow through, and meet deadlines
- Outstanding written and verbal communication and interpersonal skills
- Analytical skills to evaluate data and make operational decisions
- Skill in developing, implementing, and administering work processes
- Strong initiative and planning skills
- Ability to collaborate and work in a team environment
- Knowledge of industry's federal and state regulatory guidelines
- Demonstrated experience with G Suite and Google Drive workflow
- A passion for our mission, and a desire and ability to grow with the organization

## **QUALIFICATIONS**

- Bachelor's/Associate's Degree in nonprofit, arts, operations, or other related major (or equivalent relevant work experience)
- 1-2 years of program-coordination or project-management experience at a nonprofit or other business environment required; experience at an arts organization preferred
- Outstanding interpersonal skills, creativity, pragmatism, energy, and patience

## **PHYSICAL REQUIREMENTS**

- Ability to occasionally stand and walk for a sustained period
- Ability to bend, reach, climb stairs, and lift frequently
- Ability to lift up to 25 pounds occasionally
- Ability to sit and work at a computer for extended periods

## **SPECIAL CONDITIONS**

- Valid California Driver's License and good driving record
- Proof of COVID-19 vaccination
- Ability to drive and travel in the San Diego region using personal automobile
- Occasional evening and weekend work may be required for events or meetings
- Occasional cleaning of shared spaces may be required
- Fast-paced environment with constant interaction with artists, community partners, volunteers, vendors, and staff

**TO APPLY**, please send the following to the contact email listed. Subject line: "Programs Associate"

- Cover Letter and Resume
- Professional References

Space 4 Art is an equal opportunity employer. We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.