Kearny Street Workshop
Job Description

Title: Program & Community Manager
Reports to: KSW Co-directors
Compensation: $16,000 (stipend)
Status: Part-Time 15 hours ongoing but up to 32 hours weekly Sept-Oct during festival and month leading up to festival. 6 hours/week in Nov - Dec. See below for hourly breakdown by month. This role requires evening and weekend event attendance with advanced notice.
Contract Dates: Feb 1, 2024 - December 30, 2024

About Kearny Street Workshop:

Founded in 1972, Kearny Street Workshop (KSW) is the oldest and longest-running Asian & Pacific Islander American (APIA) multidisciplinary arts organization. Our mission is to produce, present, and promote art that empowers APIA communities, with the vision of a more just society that fully incorporates APIA voices, informed by our cultural values, historical roots, and contemporary issues.

Offering classes and workshops, salons and student presentations, as well as professionally curated and produced exhibitions, performances, readings and screenings, KSW makes artists out of community members and community members out of artists. For the past 50 years, KSW has nurtured creative spirit, offered an important platform for new voices to be heard, and connected artists with community.

Our office is located in San Francisco’s South of Market neighborhood, but our programming takes place throughout San Francisco and Oakland.

About APAture:

KSW’s APAture is a multi-day festival showcasing the work of emerging APA artists in the fields of visual arts, performing arts, media arts, literary arts, design, and emerging genres. Now entering its 24th year, APAture is slated to take place in late September/October 2024. APAture has featured artists in the early stages of illustrious careers, as well as provides critical training to arts workers, contributing Asian American voices to the creative economies of the San Francisco Bay Area.

POSITION SUMMARY:

We are seeking an experienced Program & Community Manager to manage all aspects of event planning and coordination of KSW’s programs including Celebrate Your Body, visual exhibitions, our yearly festival for emerging Asian Pacific Islander artists, APAture, and other one-off projects under the guidance of KSW Directors. The Program & Community Manager will be responsible for leading members of the General Planning Committee (GPC), a peer-based, all-volunteer committee responsible for jurying and curating APAture.

The Program & Community Manager will also assist with key org-wide needs such as: KSW strategic planning, arts programming, communications, administration, and fundraising efforts throughout the term of their employment. This role will continue to manage donation tracking and acknowledgment, taking on ownership and responsibility for the timely and accurate fundraising administration. This role is meant to cross departmental boundaries to provide hands-on training on nonprofit administration.

This a stipend-based position. The selected candidate will gain invaluable experience in nonprofit arts administration, and will meet weekly with KSW’s directors for professional development.
KEY RESPONSIBILITIES:
- General administration throughout the year. Admin is shared between all staff members including operations, development, finance etc…
- Managing org-wide social media, communications
- Manage artist submissions and communications
- Office duties/gallery sitting 1/week
- Disseminate official communication materials to target audiences
- Field general inquiries from the public and members of the press
- Assist with fundraising and community outreach efforts
- Recruit and coordinate volunteers for APAture 2024 events
- Attend weekly staff meetings and update Directors on progress of festival and other duties
- Coordination of bi-monthly GPC meetings
- Coordination of all APAture 2024 events from set-up to break down.
- Building community and relationships between artists, GPC, staff, and vendors/partners
- Collect festival attendance data, evaluation sheets, and compile other pertinent data
- Document processes in Google Drive and master binder
- Provide general administrative support as needed
- Complete mid-point and exit interview with the co-director

REMOTE/ON-SITE
- This role requires Coordinator to be on site in South of Market San Francisco location 1/week (Thursdays 1PM-6PM) for gallery sitting and also on-site or on location for events & programming. Work may be done remotely outside of event and gallery sitting needs.

SCHEDULE:
- Feb 1, 2024 - Aug 31, 2024: 15 hours/week
- Sept 1 – Oct 31, 2024: 32 hours/week
- Nov 1–Dec 30, 2024: 6 hours/week
  = About 800 hours annually

*Hours are flexible, but must be arranged ahead of time with the Directors.

QUALIFICATIONS
- 4 years of administrative, arts field, nonprofit, and/or event/ festival coordination OR equivalent working experience required
- Demonstrated commitment to serving Asian and Pacific Islander American communities
- Pursuing a career in the arts/Arts background preferred
- Familiarity with event organizing, PR, and social media marketing
- Must be comfortable taking initiative, delegating tasks/responsibilities, moving projects forward, and managing various types of relationships
- Proficient computer skills
  - Familiarity with Word, Excel and web browsers required
  - Familiarity with Google Calendar, Google Drive, and graphic design programs preferred
  - Familiarity with Asana, Discord, and other communication and workflow tools is a plus
- Strong organization skills and attention to detail
- Strong written and oral communication skills
- Strong familiarity with various social media platforms
- Familiarity with managing budgets, fundraising, grant writing, and admin is a plus
- Willingness to take on varied responsibilities; a team player
- Ability to respectfully work with diverse populations
- Ability to work autonomously and manage their own time
- Ability to travel to and from various locations in San Francisco and Oakland (partial telecommute)