

## Media, Arts, & Culture Manager Job Description

*RYSE creates safe spaces grounded in social justice that builds youth power for young people to love, learn, educate, heal and transform lives and communities.*

**About RYSE:** RYSE is a safe and welcoming center for diverse West Contra Costa youth (ages 13 to 21) that seeks to build youth power and leadership towards the larger vision of personal and community health and transformation. Grounded in social justice values and principles, RYSE provides comprehensive and holistic programming and promotes multi-racial, cross-cultural relationships. RYSE opened its doors in October 2008, and features programming and services across areas of community health; education and career; juvenile justice; media, arts & culture; and youth leadership and organizing.

**RYSE's Media, Arts, & Culture Overview:** In service to RYSE's Theory of Liberation, the Media, Arts, + Culture (MAC) Department promotes personal healing, social justice, and community transformation by facilitating young people's innovative creation of personal, political, and expressive media and art to shift the narrative about our youth.

**Job Summary:** The Media, Arts, & Culture Manager will support all youth in RYSE Center programs in identity cultivation, personal and community expression, skill building, and work to promote young artists advancing racial justice, safety, equity and liberation. The position is responsible for supporting teaching artists to lead onsite programming and activities for youth artists through internships, workshops, pop ups, center-wide events, as well as support MAC staff to assist in these activities and workshops. The Media, Arts, & Culture Manager will work in partnership with the MAC Director, Community Arts Partnerships Manager, and MAC pathways staff to support onsite programs with community arts partners, WCCUSD school sites, and other local and national partners.

**Job responsibilities for this position include, but are not limited to the following:**

- Supervise onsite teaching artists and MAC staff (Visual Arts Assistant and Video Production Assistant) and support them in developing unique, meaningful, and collaborative programs, trainings, workshops, events, and projects for youth at all points of RYSE's pathways in leadership.
- Help identify, sub-contract, and onboard independently contracted teaching artists. Develop contracts, schedules, invoices, and check requests for all teaching artists, as well as support curriculum development.
- Support MAC pathways staff with assisting teaching artists in onsite programs and with daily and weekly administrative tasks and workshops/ pop ups, as well as commitments to community and center wide events.
- Collaborate with all RYSE departments to integrate youth justice, community health, and education & justice lenses into RYSE programs through arts-based programming.
- Gather, input, and manage programming information in the program calendar and database each program season.
- Support in data collection and program evaluation efforts by ensuring that all workshop attendance, participant evaluations, and other required documentation are being collected by MAC staff and independent contractors.
- Support implementation of the Advanced Media Producers (AMP) program in video, visual arts, performing arts, and music and audio in partnership with Community Arts Partnerships Manager and MAC Director.
- Support with the implementation of all business and impact plan activities and coordinate with MAC Director on program integration with other departments.



- Implement department policies and procedures and maintain clear standards of accountability for MAC team.
- Develop and maintain a department project calendar and work closely with the MAC Director to document all department activities and keep track of the state of development for all existing onsite programs.
- Support development of curricula for all key trainings and workshop series. Ensure that all curricula are age-appropriate, culturally-relevant, justice-oriented, trauma-informed, and integrated with other RYSE programs.
- Oversee department-specific outreach efforts and MAC team involvement in center-wide events.
- Encourage RYSE members to engage in MAC programming and undertake personal projects by maintaining a welcoming and inviting environment.
- Model effective leadership and infuse all aspects of the MAC programming with a general social and political consciousness.
- Conduct healing-centered programming and services, ensure sanctuary for RYSE members, including trauma response and stabilization for individual members and RYSE community.
- Stay informed of future trends in creative youth development while finding ways to incorporate those trends into dynamic RYSE programs.

**General Responsibilities for all RYSE Staff:**

- Participate in staff development opportunities, meetings, and retreats;
- Maintain weekly work plan and calendar;
- Submit monthly reports and complete program data entry;
- Support at organizational events;
- Regular check-in meetings with direct supervisor;
- Support center-wide culture building and crisis intervention and response efforts.
- Support with RYSE closing protocols.

**Required Qualifications:**

- 5-7 years of community-based program management and supervision. While a degree in arts education, community arts, or an artistic medium is helpful, we need a candidate who also has significant on the ground practice.
- Relevant and innovative teaching arts practice with experience in curriculum development.
- Ability and interest to work in partnership with both youth and adults, and support diverse arts practitioners.
- Highly-organized and able to manage multiple priorities.
- Successful experience working in and contributing to a dynamic learning environment, thrives in diverse and cross-cultural work environments, and is aligned with our commitment to maintaining an anti-racist, anti-sexist, anti-homophobic and anti-harassment environment.
- Expertise in creative youth development practices and values, as well as a strong understanding of the national creative youth development landscape.
- Successful work experience in partnership with BIPOC communities.
- Has strong interpersonal skills, with the ability to create positive, trusting, professional relationships with diverse colleagues.

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- Demonstrated ability to build strong relationships with diverse stakeholders and communities.
- Ability to write and speak clearly and persuasively, including public speaking in small and large group settings
- Willing to adapt scope and responsibilities as needed to effectively achieve RYSE's mission and best serve the priorities, needs, and interests of members.
- Must be fully vaccinated, booster included (when applicable).

**Compensation:**

This is a full-time position at 40 hours per week and an annual salary of \$65,000-\$75,000 (DOE), payable bi-weekly. The position is exempt, does not qualify for overtime pay, and requires work onsite at RYSE. We offer a comprehensive benefits package, which includes:

- RYSE covers 100% medical (including acupuncture and chiropractic) for employees and dependents;
- RYSE covers 100% dental and vision insurance for employees and dependents;
- Generous vacation, sick leave and holidays, including a minimum of 5 weeks off in year 1;
- A matching retirement account program;
- FSA/HSA option;
- Substantial professional development opportunities, and more!

**How to Apply:**

We will be reviewing applications on an ongoing basis until the position is filled, and are hoping to hire in early spring of 2023. Please send a cover letter, resume, and three references to [tara@rysecenter.org](mailto:tara@rysecenter.org), with the subject: RYSE Media, Arts, & Culture Manager. Please do not embed your resume and cover letter in the email, it will not be reviewed.

For more information, please visit [www.rysecenter.org](http://www.rysecenter.org)

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment-qualified applicants with arrest and conviction records.

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