

# TURNAROUND ARTS: CALIFORNIA

## PROGRAM MANAGER

*“Arts education isn’t something we add on after we’ve reached other priorities like raising test scores and getting kids into college. It’s actually critical for achieving those priorities in the first place. That’s what the Turnaround Arts program is all about.”*

–Former First Lady Michelle Obama

## TURNAROUND ARTS: CALIFORNIA

Founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) is a nonprofit organization that collaborates with California’s public schools to integrate the arts into the classroom and beyond. The focus of TA:CA’s work is to build the capacity of teachers and principals to leverage the arts in creating equity and access for all students, and to support whole-school transformation through the arts. TA:CA partners with 22 schools that serve marginalized communities, located from the state’s southern to northern borders with representation in 16 school districts, reaching 15,000+ students through 750+ trained teachers and staff. We are proud to also partner with [Turnaround Arts National](#), based at the John F. Kennedy Center for the Performing Arts.

Core components of our model include a unique **Regional Coach Program** to leverage local arts education partners and experts across the state to provide ongoing support to TA:CA partner schools. Regional Coaches work with our program team to support schools in their creation and implementation of an annual **Strategic Arts Plan** and accompanying grants to build teacher capacity to transform school climate and culture, & student and family engagement through the arts.

We are seeking to hire a full-time Program Manager to play a key role in creating and implementing Turnaround Arts: California programs and processes across our network. This includes overseeing the Strategic Arts Plan, grants to schools, and agreements and partnerships with schools, community organizations and artists statewide. The Program Manager reports directly to the Director of Program and Strategy, and works collaboratively with the entire team.

The ideal candidate should have experience partnering with public schools, strong organizational skills, and the ability to work well collaboratively and independently. The successful candidate is also highly committed to social justice and creating equitable educational opportunities through the arts. Finally, they have a personal or professional connection to the arts in its many forms.

## JOB RESPONSIBILITIES

### Strategic Arts Planning & Grant Administration to Schools

- Manage the annual school Strategic Arts Planning process and grants program to increase user-friendliness and achieve meaningful impact.

- Support coaches and schools throughout the Strategic Arts Planning process. In coordination with the Senior Program Manager, train Regional Coaches to effectively utilize the Strategic Arts Planning process with partner schools.
- Organize and review grant proposals, issue grant agreement letters and oversee school reporting about the grants' impact. Refine process as needed.
- Develop and maintain relationships with community arts organizations whose services align with partner schools' interests and needs. Facilitate relationships between schools and arts partners. Create and manage contracts and payments to organizations according to grant agreements.

### **Teacher Leadership Development**

- In collaboration with Regional Coaches, oversee and support (remotely and on-site) the development of effective and sustainable Arts Leadership Teams at each school.
- Contribute to the development, implementation, and evaluation of network-wide retreats for school partners which build community, and motivate and equip Arts Leadership Teams to lead for change and equity through the arts at their individual school sites.
- With support from the Program and Communications Coordinator, write and distribute a monthly newsletter for school Arts Leadership Teams, or other forms of communications as appropriate.

### **Program Administration, Operations & Special Projects**

- Contribute to program budgeting, spending reports, and other financial documentation as needed.
- Contribute to grant proposals and reporting, in support of the Executive Director and Development and Communications Manager.
- As needed, oversee Special Events and Projects at partner schools, including public art projects, Turnaround Artist visits, and other high profile events. To ensure success, facilitate collaboration with artists, school partners, TA:CA staff and board.

The Program Manager will have additional responsibilities and assigned special projects, as necessary. The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

*This position requires travel across the state throughout the year, including regular local travel using the candidate's own car. This position is based in Los Angeles. We currently enjoy a hybrid remote/in-person work model, with weekly in-person meetings at the office. Proof of full vaccination (a physical copy or digital photograph of vaccination card) will be required.*

### **QUALIFICATIONS**

- A minimum 4 years of relevant experience, including experience building successful partnerships with public schools and communities who have been under-resourced and marginalized.
- Bachelor's degree or equivalent preferred.
- Demonstrated experience to perform the job responsibilities outlined above.

### **REQUIRED SKILL SETS**

- Highly organized, self-motivated team player, excited to play a critical role in a small team and contribute to meaningful, mission driven work.
- Experience designing and implementing culturally responsive programs, in school partnerships, that meet shared goals and harness the assets of school communities.

- Ability to communicate and effectively interact with people with diverse backgrounds, identities, and abilities.
- Effective oral and written communication skills, demonstrating diplomacy and accuracy.
- Strong social emotional competence and collaboration skills.
- Ability and willingness to quickly adapt to changing circumstances and priorities, to take appropriate initiative, and to work independently.
- Familiarity with Microsoft Office Suite and Google G-Suite.
- Personal or professional connection to the arts in its many forms.
- Experience training adults; experience training and coaching teachers preferred.
- Bilingual English/Spanish preferred.

## COMPENSATION

- Full-time position
- Competitive salary of \$68,000-\$72,000, based on qualifications and experience
- Benefits package including medical, dental, and vision insurance, 401k plan, paid holidays, and paid time off

## AN EQUAL-OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California is proud to be an equity-centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values.

**If you're passionate about this role, we encourage you to apply— even if you don't meet 100% of the qualifications listed on the job description!**

## APPLICATION PROCEDURE

Submit the following materials to [hr@turnaroundartsca.org](mailto:hr@turnaroundartsca.org) with the subject line "Program Manager." Only fully complete applications will be reviewed. No phone inquiries please.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above; and
2. Resume demonstrating experience and education.

**Materials will be reviewed until the position is filled, with priority given to applications received by February 3, 2023.**

*NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.*