PROGRAM MANAGER

Reports to: Executive Director
Job Type: Part-Time, 20 hours per week
Compensation: $25 / hour

ABOUT APICC

The Asian Pacific Islander Cultural Center was founded in 1996 by representatives of five nonprofit arts groups: Asian American Dance Performances, First Voice, Asian Improv aRts, Asian American Theater Company and Kearny Street Workshop. Since 1998, the Center has promoted the artistic and organizational growth of the City’s Asian/Pacific arts community by organizing and presenting the annual United States of Asian America Festival (USAAF).

USAAF presents approximately 20 different programs across 6-8 weeks in May-June reflecting the artistic accomplishments and the cultural diversity of San Francisco’s Asian and Pacific Island communities. USAAF showcases artists representing a diverse range of ethnic and cultural groups, while heightening the visibility of artists working in all disciplines — theater, music, dance, film, literature, visual arts and more. APICC collaborates with both emerging and well-established groups allowing these groups access to APICC’s wealth of production and fundraising know-how. In addition, APICC provides free performance and rehearsal space to these groups in addition to general organizational consulting. Our goal is to nurture and empower these groups to be self-sufficient and self-reliant while providing the support they need to grow.

ABOUT THE POSITION

The APICC Program Manager assists the Artistic Director in the coordination and administration of APICC’s current programs as well as the development of new programs to advance the mission of APICC. The ideal candidate is detail oriented with experience producing and promoting events, working with emerging and mid-career artists and works well in a collaborative team environment. We are seeking an individual who is avidly passionate about supporting and uplifting the cultural and artistic endeavors of our Asian and Pacific Islander communities.

KEY RESPONSIBILITIES

Program Management & Artist Coordination

- Develops yearly programming timeline in coordination and collaboration with APICC Artistic Director
- Works with Artistic Director in planning, production and evaluation of all programs
- Disseminates relevant information, announcements and reminders to artists and communicates with them as their first point of contact and liaison
- Manages and assists Artistic Director in writing and execution of contracts for artists, event staff (stage, tech, accessibility, documentation, etc.) and other vendors (paid or volunteer) participating in APICC programs
- Coordinates and assists staff in providing workshops and technical support for artists and festival participants
- Manages event registration, online and in-person box office procedures and reports
Administers event surveys for artists, festival participants and event audiences
Assists Artistic and Executive Directors in providing input regarding program budgets and ensures all paid contractors work in accordance with the budget
Manages online events, live streaming and broadcasting via Zoom and YouTube
Manages artist listservs via Google Groups

Marketing & Publicity
- Oversees marketing and publicity campaigns for events and programs in coordination with producing artists
- Acquires and prepares marketing and press materials from artists and event producers for promotion via APICC channels
- Manages APICC’s website, newsletter and social media platforms
- Publicizes programs through APICC’s website, social media, regular email blasts, local listings, print and traditional media
- Designs, copywrites, edits and disseminates promotional materials, press kits and other content in various formats
- Manages outreach to community partners and other key stakeholders, such as City Supervisors and Arts Commissioners, to support promotion and attendance of events
- Solicits and coordinates other event partners and sponsors
- Ensures all marketing and publicity campaign timelines and deadlines are met

Grant Administration
- Assists Artistic and Executive Director in development and adaptation of award levels and grant budgets related to annual United States of Asian America Festival
- Organizes, communicates and promotes grant application, information and eligibility requirements to the public
- Communicates, tracks and coordinates grant deliverables and timeline with artists
- Develops and updates USAAF submission and final report forms in coordination with Artistic Director

Volunteer/Intern Coordination
- Source, task, and supervise volunteers/interns for events and projects
- Coordinates and manages volunteers for special events (ushers, food, registration, set-up, clean-up, etc.)
- Outreaches to community partners and schools to solicit volunteers to sign up for events
- Supports in printing and providing badges for special event staff and volunteers

Development Assistance
- Assists APICC staff in collecting and providing requested program info and reporting for grants
- Assists in writing and gathering other necessary materials for program related grants
- Ensures all programs adhere to proposed grant, budget and funding plans

QUALIFICATIONS
- 1-2+ years experience working in event production in the Asian American/Pacific Islander arts community is highly desired
- Experience with marketing and promotions for multiple events, festivals, showcases, or conferences strongly preferred
• Commitment to diversity and equity and ability to work with diverse populations
• Proven ability to set and balance differing priorities to manage and complete responsibilities in a timely manner, including meeting multiple deadlines
• Expert verbal and written communication skills with a strong attention to detail
• Proficiency with PC systems preferred and Microsoft Office software, including Word and Excel
• Experience with online productivity tools like Gmail, Google Drive (Docs and Sheets), Slack, AirTable etc. preferred.
• Familiarity with online communication and video platforms such as Zoom and YouTube. Broadcasting and streaming experience is a plus.
• Must be a social media maven - posts on Facebook, Instagram, and Twitter daily to promote a brand, organization, or cause. Experience with social media scheduling tools like Buffer preferred.
• Experience with NationBuilder websites and HTML is a plus.
• Knowledge of basic graphic design and design tools like Canva is a plus.
• Flexibility in schedule as required for all programs, especially during festival presentations from May through June - including weekends/evenings.
• Must be able to lift up to 30 lbs without assistance.

Email your resume and cover letter to info@apiculturalcenter.org. Include the position title “Program Manager” in the Subject Line. Position open until filled.

APICC is an equal opportunity employer with a strong commitment to diversity regardless of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information. People of Asian or Asian American and Pacific Islander descent are strongly encouraged to apply. Position open until full.