

Central Arts Alliance

Manager of Events & Community Programming

About Us

Central Arts Alliance (CAA) provides arts and culture opportunities for all through education, programming, and advocacy. CAA is governed by a Board of Directors and includes approximately 12 staff members, 100+ contractors/teaching artists, and serves over 3,000 students annually at two campus locations: Phoenix Center for the Arts in downtown Phoenix and Thunderbird Arts Center in north Phoenix, as well as throughout the state via the Arizona Art Mobile. CAA works to eliminate barriers to arts and cultural opportunities through accessible tuition pricing and reduced-fee programming to qualified individuals. We also strive to strengthen the Phoenix arts and culture community, while providing a home to multiple community arts and culture organizations.

Position Summary

Central Arts Alliance seeks a Manager of Events & Community Programming who will report to the Development Officer. The Manager of Events & Community Programming is responsible for the oversight and execution of major events, offsite residencies, Art Mobile programming, gallery operations, and community programs.

Candidates with strong connections to the community that CAA serves will be given preferential consideration. Bilingual-Spanish speaking is a plus. Strong presentation skills to serve as event chair, spokesperson, and community advocate are required.

Job Responsibilities

- Create and maintain budgets for community programs, residencies, and special events
- Plan and produce special events, such as Open Houses at Phoenix Center for the Arts and Thunderbird Arts Center, and other community events, including assisting with the Phoenix Festival of the Arts.
- Manage all components of special programs and partnerships, including With Art in Mind, a weekly arts class for people living with early to moderate dementia
- Oversee the Art Mobile program, including site contracting, instructor hiring, and curriculum matching
- Plan and execute Field Trips to Phoenix Center for the Arts & Thunderbird Arts Center
- Manage offsite residencies, including site contracting, instructor hiring, and curriculum matching
- Managing offsite community events, including paint & wine engagements
- Administer surveys and track data for all programs, events, and residencies
- Oversee professional development events for local teachers, including, but not limited to; interviewing and contracting teaching artists, developing program and budget proposals, curriculum building and standard matching, and maintaining relationships with site coordinators.

- Oversee and program all community art projects and displays in collaboration with any contracted curators in the Larry Wilson Gallery, Thunderbird Art Works show, 3x3 hallway shows, and Student Art Series performing and visual arts shows
- Assist in planning and executing all Community Activation events
- Provide support for volunteer recruitment and management
- Oversee the Center's internship program

Qualifications

- Experience working with teaching artists, contracting, and coordinating schedules
- Ability to step in and facilitate artist programs when needed
- Ability to work with diverse constituencies with a record of leadership and accomplishment, and ability to capitalize on and move forward with CAA's goals related to Equity, Diversity, and Inclusion
- Experience managing major events
- Proficiency in Microsoft Office and Google Suite
- Understanding of best practices in curriculum matching
- Strong written and verbal communication skills
- Attentive and active listening skills
- Bachelor's degree required

Seniority Level: Manager

Salary Range: \$35,000-\$40,000 (depends on experience)

Instructions to apply:

Please submit a cover letter, resume, and three professional references via email to apply@phoenixcenterforthearts.org. No phone calls or third-party solicitations, please.

Application Deadline:

April 25, 2022

Employment Verification:

Central Arts Alliance will conduct a screening that may include work history, academic credentials and personal references. We will also complete a background check: this includes a criminal background check and verification of past work history, etc. Employment is contingent upon successful passing of all background checks.

Equity Statement:

Central Arts Alliance understands the broader meaning of equity as: Access to the resources needed to thrive such as education, employment, healthcare, food, clean water, housing, and arts & culture.

The board, staff, instructors, and volunteers are committed to equitable practices in everything we do. Our actions to strive for more equitable practices may include, but not be limited to:



CENTRAL ARTS ALLIANCE
PHOENIX CENTER FOR THE ARTS
THUNDERBIRD ARTS CENTER
ARIZONA ART MOBILE

1202 N THIRD STREET
PHOENIX, AZ 85004

602.254.3100

CENTRALARTS.ORG

- Listening to the needs of our vastly diverse community
- Aspiring to educate those who work with us, using tools such as readings, videos, etc.
- Addressing any inequitable behavior not in alignment with our core values

Core Values:

Arts and cultural education for all ages and stages of life.

Cultural diversity.

Respect for the individual, community, and environment.

Fiscal responsibility.

Accessibility:

Central Arts Alliance is committed to making programs accessible for all participants.