



**Queer Cultural Center
Production and Accessibility Coordinator Job Description**

ABOUT QCC

Founded in 1993, the Queer Cultural Center (QCC) promotes social justice and the artistic and financial development of Queer art and culture. QCC is a multiracial, community-building organization that fosters the artistic, economic and cultural development of the San Francisco Bay Area LGBTQ+ communities. We implement our mission by operating programs that commission and present Queer and Trans artists, that promote the development of culturally diverse Queer and Trans arts organizations and that document significant Queer and Trans arts events taking place in the San Francisco Bay Area. By presenting, exhibiting, and documenting Queer and Trans artists' work, QCC contributes to the development of multicultural perspectives on LGBTQ+ experiences.

QCC is one of seven Cultural Centers in San Francisco. Our staff works remotely. We seek an incredibly organized colleague with experience working with LGBTQ+ BIPOC communities, a demonstrated commitment to racial and social justice, experience working in communities and organizations led by communities of color, and a strong awareness of power, privilege, and equity. You must have a demonstrated commitment to disrupting white supremacy, and Trans/Homophobia.

POSITION OVERVIEW

Yearly Contract - Part Time (16 hours per week)

- Coordinate QCC's year-round virtual or in-person production needs, including contracting with venues, supporting with tech-lists, accessibility needs, etc.
- Coordinate QCC's accessibility and safety needs (including COVID-19 safety)--virtual or in-person
- Focus on innovation and compliance as it relates to Production & Accessibility of the organization
- Work in partnership w/Program Manager to ensure artists have all they need for artistic production, including surveying, workshops, contract completion, more
- Support Program Manager in documenting key QCC processes related to QCC programming, production, and accessibility
- Support artistic development of artists as it is connected to production and accessibility
- Support internal Leadership Circle in reporting, data collection, and more
- Work in partnership with E.D. and Program Manager to identify short-term contracts as needed-- i.e. for the National Queer Arts Festival
- Supervise virtual and in-person box office and other duties as needed?



- Coordinate and supervise box office volunteers
- For in-person events, liaison with venues to coordinate and supervise tech rehearsals
- For in-person events—support production needs including coordinating artist/event tech surveys, rehearsals, etc.
- For virtual events—support virtual production needs, including artist/event tech surveys, deadlines, etc.
- Work closely with the Finance Operations Manager to ensure proper disbursement of ticketing

Compensation

This is a contract role, \$40 per hour, 16 hours per week.

To Apply

Submit a cover letter, resume, and the names and contact information for three professional references to jobs@queerculturalcenter.org No phone calls please. This contract position will remain open until it is filled.

Applications are strongly encouraged from Bay Area raised people, BIPOC (Black, Indigenous, People of Color), immigrants, women, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people. QCC is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disabilities, gender expression, religion or citizenship status. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.