



Queer Cultural Center  
P.O. Box 26556  
San Francisco, CA 94126  
Job Description: Program Manager

<b>Job Title</b>	Program Manager
<b>Reports to</b>	Deputy Director
<b>Employment Status</b>	Full-time, exempt, salaried employee.
<b>Compensation</b>	\$68,000 - \$72,000, depending on experience
<b>Benefits</b>	Full coverage for health, dental, and vision insurance; PTO package including 9 days of sick leave, 12 days of paid vacation, 11 paid holidays, and 5 days of bereavement leave per year. Eligible for 401k retirement plan with 3% employer contribution after 3 months. Flexible work hours.
<b>Location</b>	QCC is based in San Francisco, CA. Staff work a combination of remote and in-person hours.

### **About Queer Cultural Center**

Founded in 1993, the Queer Cultural Center (QCC) promotes social justice through 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 LGBTQ2S+ 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 LGBTQ2S+ experiences.

### **Position Summary**

The Program Manager plays a critical role in the successful development, implementation, and management of QCC's core programs. This role is responsible for overseeing two key initiatives: Creating Queer Communities (CQC) workshops (levels 1 and 2) and the National Queer Arts Festival (NQAF) held biannually (spring and fall). The Program Manager will work closely with staff, artists, volunteers, and community partners to ensure the smooth execution of these programs, fostering a vibrant and inclusive space for artistic expression and community engagement. The Program Manager reports directly to the Deputy Director.

### **Program Summaries: Creating Queer Communities and National Queer Arts Festival**

The National Queer Arts Festival features a cluster of events twice a year, once in Spring and once in Fall each year. In 2024, the Spring and Fall Queer Arts Festivals will include a

total of approximately 12-15 total events, to accommodate a shortened program year (we're doing a 12-month program cycle in 9 months this first time around).

For over 25 years, Creating Queer Communities has been an incredibly successful program that gives artists an opportunity to build their knowledge base around their artistic practice by providing small grants, free educational opportunities, and mentorship. Starting in 2024, QCC is offering this paid, structured learning and performance opportunity at two levels for the first time. CQC will now run as a 12-month training program for emerging and established QTBIPOC SF Bay Area artists tailored for the needs of artists at those differing levels. CQC First Level artists will apply for program cycle starting and ending in the Fall, while CQC Second Level artists and artist collectives/collaboratives will apply for program cycle starting and ending in the Spring. (Confused? Remember it like this – First level in the Fall, Second level in the Spring). More details about what's in it for artists coming soon!

The CQC Level One cohort will perform in the Fall of 2024 in a showcase and the Level Two cohort will perform in the Spring of 2025 in individual events that the selected cohort members produce. Leading up to the spring and fall festivals, both CQC cohorts will participate in workshops on topics such as taxes for artists, budgeting, grant writing, marketing & promotion, and other topics as determined by the cohorts.

In addition to showcasing the work of these peer training cohorts of CQC first- and second-level artists, QCC will round out programming for the Fall and Spring Queer Arts Festivals by curating a smaller number of longer-term collaborative projects with seasoned QTBIPOC leaders. The main anchors for 2024 are (1) 'Eyoomkuuka'ro Kokomaar, a collaboration between QCC and tongva queer / two-spirit artist L. Frank Manriquez for the creation of the second tiaat (wood plank) canoe build in the last 200 years, and (2) a gallery exhibit curated by Xtal Azul and Bloom collective at SOMArts.

### **Program Manager Responsibilities**

- Creating Queer Communities (CQC):
  - Manage the logistics and operations of CQC workshops (levels 1 and 2), including scheduling, recruitment, participant communication, and budget oversight.
  - Develop and maintain curriculum materials for CQC workshops, ensuring content is engaging, inclusive, and aligns with QCC's mission.
  - Facilitate or coordinate the facilitation of CQC workshops, fostering a safe and supportive learning environment for participants.
  - Evaluate the effectiveness of CQC workshops and implement improvements based on participant feedback and data analysis.

- Spring and Fall National Queer Arts Festival (NQAF):
  - Lead the planning and execution of NQAF across all stages, including artist selection, venue booking, marketing and promotion, budgeting, and logistical coordination.
  - Cultivate and manage relationships with artists, performers, and vendors to secure participation and ensure high-quality festival experiences.
  - Coordinate with communications team for marketing and promotional efforts for NQAF, utilizing various channels to reach diverse audiences and achieve target attendance goals.
  - Manage NQAF budget effectively, ensuring responsible allocation of resources and adherence to financial guidelines.
  - Evaluate the success of NQAF and develop strategies for continuous improvement based on audience feedback and data analysis.
  
- General Program Management:
  - Collaborate with QCC staff and other stakeholders to develop and implement program strategies that align with the organization's mission and vision.
  - Manage program budgets effectively, tracking expenses and monitoring financial performance.
  - Oversee program volunteer recruitment, training, and engagement.
  - Collect program evaluations and prepare reports to assess program impact and identify areas for improvement.

**Successful applicants can demonstrate:**

- **Community Connection**
  - Strong experience working with LGBTQ2S+ communities of color
  - Commitment to cultural equity and the liberation of all peoples
  - Lived experience in the San Francisco Bay Area
  - Knowledge of the local arts and culture landscape
  
- **Arts Engagement**
  - 2+ years of work, volunteer, and/or education experience in multidisciplinary arts
  - Knowledge of behind-the-scenes needs for artists at varying levels of artistic practice (early/emerging, established, elite/legacy)
  - Experience managing production (ex: venue, light, sound) for artistic events
  
- **Communication Skills**
  - Confidence to hold space, welcoming presence
  - Comfortable asking questions and sharing needs
  - Clear written communication in both casual and formal tones (code-switching)

- Experience leading in-person and virtual trainings and workshops
- Comfortable leading conversations in 1:1 and group settings
- **Project Management**
  - Experience in program planning & events coordination
  - Self-motivated, detail-oriented, and able to manage deadlines across multiple projects
  - Previous success coordinating different stakeholders to keep collaborative projects on track
  - Solid experience working with multiple technology platforms including web browsers (e.g., Chrome, Firefox, Safari), Google Workspace (docs, sheets, calendar, gmail, slides), project management tools (ex: ClickUp, Asana), contact record databases,

We are especially eager to hear from applicants that also have experience in these areas:

- **People/team management**
  - 2+ years volunteer management
  - Direct supervision experience a plus
- **Artist Development knowledge:**
  - Can teach workshops on subjects such as grant writing, budgeting, and marketing/promotion,

### **Equal Employment Opportunity**

Queer Cultural Center values a diverse workplace and strongly encourages women, people of color, LGBTQ2S+ individuals, and people with disabilities to apply.

QCC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

### **To Apply**

Please send a cover letter, resume, and list of three references to [jobs@queerculturalcenter.org](mailto:jobs@queerculturalcenter.org). We will not review applications submitted any other way. Applications due by April 14, 2024.