



## Program Manager

Position Description, Jan. 2019

### **MISSION:**

*CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.*

*CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. Our studio theater hosts over 300 public events each year, ranging from dance, theater and music performances to political discussions and film screenings. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).*

### **ABOUT YOU:**

*You're enthusiastic about the arts and seamlessly move from behind-the-scenes to interacting with a diverse public. You're experienced in bringing works from vision to stage, and it comes naturally to you to think of issues before they arise. Your penchant for creative problem solving is only rivaled by your urge to check things twice. With ease you balance multiple project threads and timelines—the show(s) must go on! You are confident navigating and organizing your work with web apps like Google Suite. You understand the high-pressure flow that comes with organizing the many moving parts of event production. Building and maintaining relationships with all walks of people brings you joy.*

*The Program Manager supports administration of the program and producing departments. You are the main liaison with our artists' communities to support them in working effectively within CounterPulse program models. The Program Manager is supervised by the Artistic & Executive Director and works closely with the Technical Director and Communications Director.*

**Applications accepted on a rolling basis.  
Submit by February 7th, 2019 for priority review.**

## *GENERAL PROGRAM*

- Maintain familiarity with CounterPulse's Programs, Mission Statement and general history in order to be an educated representative of our organization
- Support the day-to-day management of CounterPulse programs and serve as the primary point of contact for all program partners, directing questions as appropriate
  - Create and oversee comprehensive program timelines
  - Manage and ensure adherence to program budgets
- Oversee fast-paced and complex scheduling and contracting of CounterPulse studios, theater, and apartment:
  - Field inquiries regarding space rentals for rehearsals, meetings, workshops and classes, gallery use, private events, and self-produced performances.
  - Create and execute contracts, send invoices, collect and process payment, and maintain an open channel with contracted artists
  - Process rehearsal logs for resident artists
  - Oversee rehearsal requests, event tracking, and contract reconciliation for co-producing and self-producing artists
  - Bottom line the readiness of rentable spaces for scheduled activities
- Schedule and facilitate application processes for programs: including publicizing deadlines and coordinating the application review process and curatorial meetings
- Work with Development Staff to envision programs, and participate in generating narratives for proposals and reports
- Oversee annual evaluation of artistic programs. Work with staff to collect comprehensive, meaningful, and accurate information about artistic programs and artist engagement. Maintain communications with alumni of our programs

## *PRODUCTION MANAGEMENT*

- Lead the planning and managing of CounterPulse produced and presented events
- Work with Communications and Development Staff to timeline and calendar all productions and ensure programs adhere to any third party contract requirements
- Create and manage budgets for select productions, including approving project expenses in line with budgeted projections and coordinating anticipated and confirmed income with Development and Finance Staff
- Schedule Production Meetings, prepare and circulate meeting agendas, facilitate meetings, as needed
- Support tech week activities and serve as stage manager for select productions
- Maintain open channel with all contracted season artists, ensuring needs are met as possible and delegating responsibility to relevant staff as needed

## *ADMINISTRATIVE*

- Participate in weekly staff and program meetings, and periodic planning meetings
- Participate in collectively shared facility upkeep tasks and office duties
- Execute other duties as assigned

## **QUALIFICATIONS:**

- Contagious passion for the performing arts, and a belief in art's ability to transform communities, neighborhoods and society.
- General knowledge of and engagement with Bay Area performing arts and dance scene
- Experience with production or program management
- Excellent written and verbal communication skills; ability to communicate clearly and respectfully with a diverse people in person, over the phone, and via email
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Proven ability to work independently and proactively with an attention to follow-through and a willingness to take responsibility for making decisions when needed.
- Experience with online apps including Google Suite, Salesforce, Facebook, Twitter, Flickr, and WordPress. Basic knowledge of HTML/CSS a plus.
- Fluent in English; conversational skills in other languages a plus (Spanish, Chinese, American Sign Language preferred), but not required

## **WORKING AT COUNTERPULSE:**

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will participate in selecting artists and envisioning our programming and will have opportunity to pilot program/project ideas of your own. We value the flexibility and perks of working at a small organization, we think you will too. Here are the details:

- Part-time *or* Full-time salary position; \$22k-\$25k PT, \$44k-\$48k FT depending upon experience, capacity and agreed to weekly schedule
- A typical work week will include office hours on Monday-Friday daytime, evening events as scheduled, and checking email daily
- 50% Health and Dental Benefits; Pre-tax Commuter Check; Free admission to events at CounterPulse and other Bay Area theaters; 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

**TO APPLY:** Email a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position, and your resume to [openings@counterpulse.org](mailto:openings@counterpulse.org), ATTN: Julie Phelps, subject line: "Program Manager" *Incomplete applications will not be accepted. Applications accepted on a rolling basis until position is filled.*

## **EQUAL OPPORTUNITY EMPLOYER**

CounterPulse fosters a creative and professional environment that reflects the diversity of San Francisco. We actively recruit a wide pool of applicants representing dimensions of difference

that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.