



Program Manager

Position Description, July 2022

MISSION:

CounterPulse provides 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, and sexual orientation.

ABOUT COUNTERPULSE AND THIS POSITION:

CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. We host over 300 public events each year, ranging from dance, theater, and music performances to gallery openings and all-night dance parties. For more information about CounterPulse, please visit www.counterpulse.org.

This position works in close partnership with the Artistic & Executive Director (AED) on the ongoing visioning, development, and execution for all of CounterPulse's programs. The Program Manager (PM) assists in the production of CounterPulse's acclaimed seasons of events, overseeing the program and technical theater team to achieve the highest quality in production execution. The PM helps to facilitate the curatorial processes for our seasons, engaging the full CounterPulse staff and guest curators. This position reports to the Artistic & Executive Director.

ABOUT YOU:

You're enthusiastic about the arts and have a vision for the change you want to see in the world. As a hybrid visionary and detail-oriented taskmaster, you can't help but dream big and then build timelines and checklists. With ease you balance overlapping project threads and upkeep multiplicitous relationships. Building and maintaining collaborations with all walks of people comes naturally. You're a salesperson of sorts and a warm host to boot.

*As the CounterPulse **Program Manager** (PM), you leverage the resources of CounterPulse to best serve our artist communities and advance the development and fundraising goals that support our programs. By ensuring that CounterPulse's programs are both well-resourced and effectively implemented, you help make the world a more hospitable place for arts and culture — and that matters a lot to you!*

Position open until filled with priority consideration for applications received by August 15.

SCOPE AND NATURE OF WORK:

PROGRAM

- Oversee the day-to-day management of public programming for CounterPulse's seasons of events.
 - Serve as lead producer overseeing the presenting cohort on the execution of all public productions and performances.
 - Oversee client relationships with artists/producers working through our residency and co-production programs.
 - Oversee contract signing and reconciliation with residency artists/co-producers.
 - Schedule and book studio and theater space for public programs.
 - Manage program budgets.
- Participate in artist scouting and engagement and facilitate curatorial processes.
- Work in partnership with AED to design and implement innovative new programs in response to changing cultural, funding, and community landscapes.
- Collaborate with communications staff to formulate engagement opportunities.
- Work with the AED and full staff on an annual basis to shape the framework, goals, and priorities of program areas.

DEVELOPMENT

- Strategize program models to generate new earned income streams and/or align with the requirements of secured funding.
- Work with development staff on grant reporting for programs and select grant writing opportunities.
- Work with staff to collect comprehensive, meaningful, and accurate information about our programs through annual evaluation of programs.
- Work with the AED on the development and implementation of CounterPulse's program budgets. Employ creative and analytical skills to identify new funding opportunities and cost savings in all program areas. Monitor select project budget performance and recommend proactive adjustments as needed.

GENERAL

- Participate with full staff to plan and implement creative systems for collective and cooperative management.
- Participate in creating a respectful, communicative, and productive office environment.
- Work with the entire staff to create a welcoming home for art and community.
- Oversee innovative and efficient administrative systems and operations for programs.
- Support AED in scheduling and preparing for key program meetings.
- Facilitate communication/collaboration between staff and their respective program areas.
- Participate in collectively shared facility upkeep tasks and office duties.

QUALIFICATIONS:

- Passion for the arts and social justice
- Experience with producing stage-based work
- Experience with and knowledge of Bay Area performing arts
- Extraordinary organizational ability; dedication to precision and attention to detail
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Excellent communication skills with staff, artists, and a diverse public
- Ability to work collaboratively, maintaining a sense of humor in unexpected situations
- Proficiency with Microsoft Office, Google Suite, Salesforce, Excel

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. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- 32 hours salaried position; \$50,000-\$53,000 DOE annual salary
- A typical work week includes office hours Tuesday-Friday 10-6pm with Wednesdays & Fridays as work from home, evening events as scheduled
- 100% health and dental benefits; pre-tax Clipper Direct; free admission to events at CounterPulse and other Bay Area theaters; 10 hours/month free rehearsal space
- Generous holiday, vacation, and sick leave policy
- Ongoing training, networking, and professional development opportunities

TO APPLY:

- I. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- ii. Attach your resume.
- iii. Email these items to openings@counterpulse.org with the subject line: "ATTN: Julie Phelps, Artistic & Executive Director". *Incomplete applications will not be accepted.*

EQUAL OPPORTUNITY EMPLOYER

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. 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, and political affiliation.