

Job Title: Director of Programs

Reports to: Executive Director

The Director of Programs will be responsible for the programmatic success of GCAC ensuring seamless program delivery, team management and development, quality control and evaluation. In this newly established leadership role, the Director of Programs will manage a growing program staff of 10, oversee production of programs including festivals, performances, exhibitions and community programming. The Director of Programs will work closely with Executive Director and GCAC program staff to create vision and strategy for the most effective and impactful offering of programs for this community.

Responsibilities

Program Operational Management:

- Coordinate with program directors to ensure the efficient and thorough scheduling and production of events, managing budgets, contributing to data management, reporting, and effectively executing the cycle of events production at the GCAC.
- Use technology to track program production, such as work operating system Monday.com.
- Work with staff to develop objective performance measurements across all programs, to ensure consistent, high-quality evaluation and goal setting for all programs.
- Assist in grant writing with occasional program copy and program design.
- Act as program producer when necessary in disciplines lacking a permanent program director.

Team Management and Development:

- Collaborate in instilling a sense of accountability among team members by modeling oversight of individual and organization performance standards.
- Provide guidance and hands-on training to program staff, volunteers and contractors as necessary.
- Provide input on staff annual evaluations and creation of professional development plans

Leadership:

- Develop and articulate vision and strategy in Latino, Chicano and Native American multi-disciplinary programming to include music, dance, literature, visual arts, media arts, and folk and traditional arts.
- Develop and implement strategies that will maximize the synergies among program areas.
- Interact with GCAC, San Antonio, and arts community at large to deliver programs and establish partnerships and collaborations.
- Represent the Executive Director as requested in community outreach and public relations.

Qualifications

This is an extraordinary opportunity for an individual with experience in Latinx arts and culture programming and team management to grow and further develop a proven program. The successful candidate will lead programs, partner with the ED and work collaboratively with a high-performance team.

Specific requirements include:

- Bachelor of Arts Degree
- At least 5 years of professional experience in Latinx arts and culture, with three of those in a team management role.
- Demonstrated success developing and evaluating program models and selecting and successfully operationalizing innovative programs.
- Proficiency in using technology as a management reporting tool and experience working with information technology to develop and implement program evaluation systems.
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth.
- Excellent verbal and written communication skills
- Comfort with public speaking.
- Personal qualities of integrity, credibility, and a commitment to and passion for the Guadalupe Cultural Arts Center mission.
- High level of comfort working with platforms such as Slack, Monday.com, Outlook, and some form of ticketing system; high comfort level learning new technology platforms.
- Nuanced understanding of history, class, and social structures in programming for Latinx, Chicanx and Native American populations.

Preferred requirements include:

- Bilingual proficiency in English and Spanish strongly preferred.
- Knowledge of Texas and US-Mexico border Latinx art and culture

Compensation

The position offers a comprehensive compensation package including a salary range of \$58k to \$68k annually commensurate with experience; health, vision, dental, life, short and long term disability insurance paid 100%; 401k matching program after one complete year of full time employment. The position is San Antonio-based with a relocation stipend available if necessary.

To apply:

Email a cover letter, resume, writing sample and sample program budget to jmeza@memshr.com at Meza Employment Management Solutions by midnight March 17, 2022.

About The Guadalupe:

The Guadalupe was established in 1980 to preserve, present and promote Latino, Chicano and Native American traditional and contemporary art and culture. Since then it has become one of the largest Latinx community-bases arts organizations in the country in a sprawling, seven-property campus in San Antonio's historic west side. (additional information attached)

The Guadalupe Cultural Arts Center is an equal opportunity employer. The Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation and gender identity.