

We're Hiring!
Programs Manager

ABOUT CULTURESOURCE

CultureSource is a Detroit-based membership association that supports the vitality and sustainability of the Southeast Michigan creative community. Over 175 arts and culture nonprofits comprise our membership—your favorite organization in the region is more than likely a member—and we also use our expertise to serve artists, policymakers, and philanthropists striving to have creative and cultural expression benefit the public across the seven-county region.

Our work involves facilitating convenings and networking activities, managing funding/grantmaking initiatives, collecting data, and sharing knowledge.

In recent years, we have intensified our focus on growing our relevance and capacity, in part, through establishing an organizational culture of experimentation and adaptation. Our **progress since 2017** makes us proud:

- Our **annual budget** has more than **doubled**, from \$584,000 to \$1,600,000.
- Our **membership** has nearly **doubled**, from 92 to 177 organizations.
- Our resource intermediary work managing **funding programs grew** from \$45,000 to \$1,100,000.
- We launched a **new research agenda** with three long-term partners: 8 Bridges Workshop, WolfBrown, and the Arts, Entrepreneurship, and Innovation Lab at Indiana University.
- We launched **new major programmatic efforts** related to tech and arts (with Rocket Community Fund), representational justice (with the Kennedy Center's director of hip hop), adaptive leadership (with EmcArts), and art in public spaces (with Mural Arts Philadelphia).
- We got a **new visual identity and infrastructure**: CRM system, website/web host, cloud computing platform, and office space.

This growth has happened with guidance from our 17-person board of directors, full of executives experienced in business development, and it is attributable to our 7-person team's evolving efforts to address member and partner needs and to our investments in strategy refinement. It is also attributable to the way Covid-19 galvanized our motivation and increased our work output in support of sector relief, resiliency, and innovation in crisis.

In continuously managing our aspirations to achieve even more and support the career goals of our staff, we are seeking a new **programs manager**, given that the person currently in the role is transitioning into a new position within our organization.

THE POSITION

Convenings and programs serve as one of the three public-facing pillars of work at CultureSource and cover a range of formats: professional development seminars, interviews of thought leaders, commissioned essays about art and arts leadership, member meetings and executive roundtables, consultations with subject matter experts, digital symposia, and performances. Our staff talent and close connections to creative people and organizations in the region and nationally make us particularly good at this work, which is ever grounded in our seven guiding principles.

Visit culturesource.org/about-culturesource for details about our core beliefs and foundational ideas.



The programs manager is primarily responsible for the activities that involve program planning and curation, logistics, and production as outlined below.

Program Planning and Production (70%)

The programs manager's work on convenings and programs includes the following:

- **Design and Curation** – Work collaboratively and closely with the executive director to develop, co-design, and define programs' content, format, goals, and schedule. Program design also includes working closely with presenters, speakers, and when applicable, partners who sponsor or co-present the event.
- **Production and Communications** – Coordinate virtual and in-person event logistics and production details internally and externally, including scheduling, set-up and break-down, staffing, and developing promotional/outreach strategies (with the communications director).
- **Administration** – Work with the operations manager to process electronic payments to presenters and independent contractors and manage registration and attendance lists and data. Additionally, engage in year-round program planning and systems modifications.
- **Evaluation and Reporting** – Work with the director of stewardship and engagement to document learnings, evaluate programs, and provide reports to program collaborators and funding partners.

Program Ideation and Innovation (15%)

Regularly meet with CultureSource members, artists, and program attendees and potential participants to better understand the needs of the regional arts and cultural sector and to develop relevant, responsive ideas for programs that are innovative, inspirational, and informative.

Partners Cultivation and Stewardship (15%)

With the executive director and resource services coordinator, seek out and develop relationships and collaboration ideas with potential partners interested in helping to advance the work of creative organizations and artists.

CANDIDATE QUALITIES & CHARACTERISTICS

The ideal candidate likely has many of the following characteristics:

- **Curious about Contemporary Culture** - exhibits insatiable curiosity about artistic experiences, ideas, and forms as well as emergent cultural trends
- **An Implementer** - is proactive and able to improvise in turning ideas into actions
- **Hospitality and Event Design Focused** - has sensibilities about gathering people with style, grace, and protocols that facilitate ease of participation
- **Linear and Organized** - comfortable developing actionable timelines and schedules, production plans, and event to-do lists
- **Handy** - able to transport materials to and from event locations, manage the backend tech of a Zoom room, and set up tables, chairs, and A/V in an event space

Given the small-yet-mighty size of the CultureSource team and our interconnectedness, it is important that our programs manager possess work preferences, skills, and qualities that complement and diversify what currently exists on our team. This dimension of candidacy will be explored in the search during staff-candidate meetings.

We can imagine many kinds of people in this role, and some distinct types of applicants include (but are not at all limited to) early-career professionals in arts and culture, people who identify as curators, recent college graduates with event producing or presenting experience, artist agents or lead artists in an artist collective, and non-arts operations specialist who have a nerdy or connoisseur-level interest in a form of creativity.



ADDITIONAL NOTES

The programs manager position is a 40-hour per week role that reports to the executive director and works out of our Detroit office, with occasional travel throughout Southeast Michigan to produce CultureSource events and capture arts activity in action. (Per government guidelines, our team is currently working remotely.)

CultureSource values difference and inclusion and our hiring practices embody our stance as an equal opportunity employer. Beyond saying these things, we try to represent these beliefs throughout our foundational documents, in our programmatic and operations decisions, and in the dedication of individuals in our organization to working on their own personal cultural competency. We motivate candidates to apply who think this role is a stretch given their perceived professional capacity. We also hope that people who have felt oppressed by privilege in past professional situations will consider applying.

There are no specific educational or work experience requirements for this role, though candidates will be expected to articulate a commitment to learning and education, art and creativity, and setting and achieving goals.

APPLYING

Interested candidates should email the following items to info@culturesource.org with the subject line, "Programs Manager - [LAST NAME]":

- **Resume** detailing experiences, accomplishments, and personal/professional traits relevant to the CultureSource work environment and the programs manager role outlined in this position profile
- **Statement of interest** in the programs manager position (in lieu of a cover letter) that briefly expresses why you are interested in this role and that in its style and presentation, conveys your standards for clear communication

The position salary and benefits package, as well as the search timeline, will be shared with candidates during first-round interviews. Additionally, people who submit the materials above will have their candidacy kept confidential from people outside of this hiring process.

RECOMMENDATIONS

We appreciate recommendations and value the varied perspectives of our partners.

If you are not interested in applying for this position but know someone you believe would be a good fit for this role, please feel free to email us at the address above with that name (and certainly encourage them to apply). As you know, in life, many of us need a nudge, advocate, or mentor to make a change or bold move. You could be that for someone here. Thanks.