

POSITION AVAILABLE

Position: **ARTISTS IN EDUCATION (AIE) PROGRAM MANAGER**
 Full-time, 40 hours/wk, Monday-Friday, occasional evening and weekend hours
 Full Health and Vacation Benefits (Approx. \$5,000 value)
 Salary commensurate with experience

SOUTHERN EXPOSURE (SoEx) is celebrating its 37th year of serving the Bay Area visual arts community and presenting diverse, risk-taking, innovative contemporary art and related programs including exhibitions, public art projects, arts education programs and grants. Southern Exposure is a forum and resource center for artists and the public. All programs are geared toward facilitating a challenging and energetic environment for debate on contemporary art and culture. Southern Exposure's programming is recognized for its strength and diversity, creating an open and supportive environment for both artists and audiences.

The artistic vision of SoEx is multi-faceted. Annually, SoEx works with over five hundred artists through its various programs, 150 young artists, 20 teaching artists and multiple community-based organizations and schools through its Artists in Education program. SoEx provides emerging artists with opportunities to develop and present new work, to gain exposure and recognition, to reach new audiences and to work in formats and contexts that extend and challenge their professional development. Involvement in SoEx's programs is a pivotal step in many artists' careers. SoEx is dedicated to giving artists, whether they are exhibiting, curating or teaching, an opportunity to realize projects they could not otherwise achieve.

Since 1989, Southern Exposure's nationally recognized Artists in Education (AIE) program has brought together diverse youth, artists, schools and organizations in a dynamic series of innovative programs. AIE offers youth opportunities to learn critical, artistic, vocational, and cultural experiences beyond the traditional school environment. It also offers professional teaching opportunities for local emerging artists to become arts educators, extending their practice into the community. Sparking a dialogue on contemporary artistic practice and sociopolitical issues, AIE demonstrates the role of artists in society and reflects the conceptual thinking from our exhibition programs to provide new means of expression for youth. With the decrease of art in the public schools and the lack of positive, creative outlets for youth, AIE fills a crucial need in the community.

The AIE Program Manager position offers an exciting opportunity for anyone interested in working in a creative and dynamic community and non-profit arts/arts education environment.

POSITION DESCRIPTION:

*PROGRAM MANAGEMENT/COORDINATION/DEVELOPMENT:

Manage and coordinate Artists in Education on and off-site programs in partnership with local schools and community-based organizations as well as SoEx's other programs. Current Core programs include The Youth Advisory Board, Mission Voices Summer, The One-on-One Mentorship Program, and SoEx's collaboration with the Beat Within at San Francisco and Oakland Juvenile Halls.

- Collaborate with artists on program design, curriculum development and implementation
- Maintain relationships with staff at schools and partner organizations to effectively recruit youth and make regular site visits
- Hire, work with and manage up to twenty-five artists, teachers, volunteers, and collaborators annually
- Coordinate AIE exhibitions and events and assist artists in mounting youth exhibitions.
- Coordinate documentation of all programs and program archive.
- Organize effective evaluation of all programs.
- Manage project budgets and track expenses for all AIE programs.
- Schedule and maintain a calendar of AIE programs in coordination with master organization calendar.

*PROGRAM RESEARCH/PLANNING

Work with Executive Director to research, plan, develop new Artists in Education programs as SoEx evolves and new opportunities arise. SoEx's AIE program should reflect the current needs of SoEx's community, youth, and teaching artists and engage these communities in projects that explore and interpret their needs and ideas.

- Work with staff to complete organizational-wide archive project with the goal of publishing a comprehensive 22-year program history of AIE

Position Description, continued:

-Continue to develop the centralized database of AIE community partners and collaborators

***CURRICULUM DESIGN/TEACHING:**

- Oversee artist educators in designing curriculum and related activities for AIE programs, and provide direction on all aspects of artist's curricula, program management and structure.

-Utilize teaching skills and curriculum development to work with youth directly and coach teaching artists.

***OUTREACH & COMMUNITY ENGAGEMENT:** Responsible for community-based outreach for AIE programs with an emphasis on forming and maintaining excellent relationships with SoEx's community partners and site staff. Coordinate regular meetings and communications with partners, distribute outreach material to various communities as appropriate and maintain outreach database. Research and attend outreach events to recruit youth and communities for involvement in Southern Exposure's programs. Interview interested youth and recruit youth for all of AIE's programs.

***INTERNS AND VOLUNTEERS:** Recruit and manage AIE program and administrative interns. Coordinate volunteers for AIE events and programs. Provide volunteer outreach support for major events.

***FUNDRAISING:** Provide support under the Executive Director's supervision with all fundraising efforts related to the AIE Program, including grant writing, compiling data and visual materials, gathering letters of support, writing final reports, and soliciting materials donations from local businesses. Help to coordinate the Monster Drawing Rally, an annual winter fundraising event and provide support for SoEx's annual auction event.

***VISIBILITY:** Collaborate with appropriate staff members to publicize the AIE Program and all related events and exhibitions, including drafting press releases, updating press kits, and coordinating site visits for community members.

***VISIBLE ADVOCACY:** Serve as an advocate of Southern Exposure's mission and act as a spokesperson to the public and media. The AIE Program Manager will enhance the reputation, role and recognition of Southern Exposure in the broader community, build and enhance relationships with members, donors and business sponsors by attending and hosting events.

*Assist in day-to-day operations of the organization and all related programs, including exhibition installation, gallery maintenance and public events.

Qualifications: Applicants must possess a Bachelor's Degree plus a minimum two years proven skills in administrative support, management, and program coordination. Masters degree in related field is desirable, but not required. Position requires teaching background, artistic background, strong community organizing skills, writing and computer skills. Must be able to show personal initiative as well as be able to work collaboratively as a member of a team. Must enjoy working collaboratively in an informal, creative, and fast-paced environment. Ability to work with various constituencies ranging from youth from a wide variety of backgrounds including new immigrants to teachers, staff members of community-based organizations, school teachers and administrators essential. Bilingual Spanish speaking skills a plus.

To Apply: Send a cover letter, resume, writing sample, and names and phone numbers of 3 references to:
Artists in Education Program Manager Search
Southern Exposure
3030 20th Street
San Francisco, CA 94110

(Southern Exposure does not accept electronic applications. Please do not email your application.):

DEADLINE : **Wednesday May 25, 2011 6 pm** *(This is not a postmark deadline).*
Projected start date: **July 2011**

Southern Exposure is committed to being an organization by and for people of all races, classes, national origins, genders, sexual orientations, cultures, and abilities. Southern Exposure is an equal opportunity employer strongly committed to diversity.