

ALONZO KING LINES BALLET

Title: Community Programs Manager

Location: Hybrid remote/WFH with ability to work from Office HQ in San Francisco, Civic Center area

Classification Type: FT – Non-Exempt

Reports to: Managing Director

Salary: \$60K

Start: ASAP

To apply: Please send resume and a brief cover letter to jobs@linesballet.org

Community Programs Manager

About the role

The Community Programs Manager, under the supervision of the Managing Director, manages the administrative and operational functions, systems and communications of Alonzo King LINES Community Programs. The program serves several hundred students and families in the San Francisco Bay Area, annually. LINES Community Programs includes school residencies, contracted partnerships, summer programming, group visits, field trips, family workshops, student matinees, and special events.

The CP Manager will develop and facilitate activities that support the ongoing development and sustainability of the program. The CP Manager will uphold Alonzo King's vision of nurturing young artistic spirits and lighting a pathway towards lifelong creativity and appreciation for art and dance.

Core Responsibilities

Program Management (50%)

- Design, develop, maintain and produce compelling and engaging PreK-12 dance learning programs, initiatives, and events, as well as collaborate with existing programmatic initiatives with other LINES departments, with a focus on fostering growth and diversity.
- Oversee program and partner site operations, ensuring daily activities support organizational mission and program goals.
- Set and achieve program goals in alignment with LINES funding and program priorities.
- Key components will be partnering with schools, coordinating teaching artists, and all aspects of programming, adherence to MOU's and funding parameters.
- The CP Manager is a primary liaison between school programs, community event partners, and the administration of LINES Community Programs.

- Coordinate both the operations and administrative functions of the programs, including scheduling, reporting, meeting minutes, communications, etc.
- Manage lesson plan catalog, program evaluations, student assessments, and online surveys.

Budgets, Advocacy and Representation (20%)

- Manage Community Programs within the annual program budget
- Assist LINES Development department in funding prospects and grant support through reporting of metrics and other data, grant reimbursement invoicing.
- Represent LINES as needed in community with key local groups such as SFUSD Arts Alliance Community Collaborative and Dancers' Group and CDEA.
- Coordinate with Marketing dept for materials, including school and family communications and updated website updates/edits to keep current with organizational activity

Personnel Oversight (20%)

- Recruit and hire Teaching Artist's as needed and supported by available budget.
- Ensure adequate staffing levels of teaching artists to meet our residency agreements.
- Efficient scheduling, maximizing TA availability to available residencies.
- Ensure Teaching Artist's receive mentoring and on-site support as needed.
- Submit payroll and timesheets in a timely way in partnership with Payroll/HR.

Events (10%)

- Implement special projects to support program development as needed, including field trips, master classes, group visits, family workshops
- Event production: coordination of community events, performances, and special projects as needed, (Ex: SF Citywide Youth Arts Festival, Back to School, others)

Requirements

- Minimum of 3-4 years' experience overseeing community-based programs serving youth and families
- Demonstrated, excellent communicator: written, 1:1, groups and representing organization
- Some knowledge and understanding of Pre K-12 education.
- Knowledge and experience working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status
- Strong time management and organization skills with ability to successfully manage multiple priorities and deadlines to completion
- Ability to effectively represent the Community Programs and LINES Ballet in community
- Ability to travel to various school sites throughout SF and occasionally east bay counties.

Compensation & Benefits

This position is non-exempt, full-time, Mon-Friday (40 hours per week) during standard business hours. Occasional evenings and weekend hours may be required.

- **BENEFITS** - Eligible staff at LINES receive an excellent and comprehensive benefits package:
- **Time-off details:** 10 vacation days + 4 wellness/personal days, 8 paid federal holidays plus 1-week paid time off during end of year holiday closure
- **Employer-Paid** Life, Health, Dental options (Kaiser, Anthem, MetLife HMO/PPO with a range of plans), Vision, Acupuncture & Chiropractic care package
Flex Spending Plans (pre-tax FSA): Health, Transit/Parking, Dependent Care
- **403(b)** Retirement Plan
- **Employee Assistance Program** (EAP)
- **Discounts** or free access to performances, classes and LINES merchandise

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LINES Ballet is an equal opportunity employer. LINES embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.