

**PROGRAM MANAGER**  
**(At-Will, Full-Time, Salaried, Exempt Position)**  
July 2022

***Organization Overview:***

The Oakland Asian Cultural Center (OACC) is a community cultural center established to promote Asian Pacific Islander American (APIA) arts, culture and heritage. OACC believes that the arts and cultural heritage are essential to building and sustaining vibrant, healthy communities. OACC was founded in 1984 by a coalition of volunteers who recognized the need for a strong artistic and cultural force in Oakland Chinatown. Since opening its own facility in 1996, OACC has presented countless performances, presentations & talks, classes, and exhibits to promote the understanding of APIA arts and culture, as well as to educate the community about the contribution of APIAs to local history. For more information on the center, please see [www.oacc.cc](http://www.oacc.cc).

***Job Description:***

The Program Manager (PM) is responsible for overseeing all OACC programs and the Programs Department under the supervision of the Executive Director. The PM is responsible for creating multicultural and intergenerational educational programs and exhibitions for Oakland and Bay Area communities. The position reports directly to the Executive Director, and will represent OACC in the community, while promoting the organization's mission, vision and core values.

***Responsibilities and Duties:***

- Develop strategic direction for OACC programming and partnership with support from the Executive Director and the Board Program Committee
- Coordinate, manage, and implement all OACC Programs which include Exhibitions, Festivals, School Programs, Community Outreach, Classes/Workshops, and Talks & Presentations
- Coordinate marketing and outreach efforts for programs and exhibitions by engaging in public relations and creating and disseminating content on forums such as public media, the OACC website, social media, online event posting, and program flyers and posters
- Monitor and oversee various program budgets under the direction of the Executive Director
- Develop and engage in cross-cultural partnerships with local artists and nonprofit partners to present content-driven programs and events
- Support Grants Management and Grantwriting with program data and statistics and provide accurate report for funders
- Digitally archive OACC's events, projects, performances, & exhibitions with photos and videos made them available online when possible
- Support ENewsletter production with program information and provide timely information and program descriptions to webmaster to update OACC's website
- Recruit, train and supervise program assistants, interns, and volunteers
- Other duties as assigned by ED

***Qualifications:***

- Bachelor's degree required.
- Minimum 3 to 5 year of art & cultural programming experience
- Demonstrated excellence in organizational, managerial, and communication skills

- Connected to the Oakland and East Bay community of artists, businesses and organizations
- Self-starter to develop new leads, detail-oriented, organized, analytic and self-motivated
- Personable and professional with clients, parents and other staff.
- Excellent time management and multi-tasking skills required.
- Culturally sensitive/competent to the Asian and Pacific Islander community
- Proficiency in Microsoft Suite, Google Suite, and Box. Knowledge of Adobe Suite or Canva.
- Light physical demands (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; lifting light pieces of equipment and materials; and occasionally working long days, nights or weekends).

PLUSES:

- Bilingual - English –an Asian language
- An interest in Asian culture and arts
- Master’s Degree in Arts, Art History, Art Administration or related field, or its equivalent experience

**Salary, Benefits and Terms:**

Status: Full-time and exempt from the Fair Labor Standards Act (FLSA)

Reports To: Executive Director

Salary and benefits: \$60,500-70,000 annually (commensurate with experience), plus monthly healthcare stipend, parking allowance, 403(b) company match

To apply: Submit cover letter summarizing interest, qualifications and experience along with a current resume via email to [info@oacc.cc](mailto:info@oacc.cc) or mail to:

Oakland Asian Cultural Center  
 388 Ninth Street, Suite 290  
 Oakland, CA 94607

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, gender identity or gender expression, or any other impermissible basis.