



Job Title: **Community Arts, Culture, and Education Program Director**

Location: Laotian American Community of Fresno, Fresno, CA

Position Type: Part-time (24 hrs/wk)

---

### **Job Summary:**

The Community Arts, Culture, and Education Program Director is responsible for the planning, development, and execution of arts, culture, and educational programs that engage the local community. This role involves collaboration with artists, educators, cultural institutions, and community stakeholders to create impactful programs that foster creativity, cultural awareness, and educational growth within diverse communities. The Program Director ensures that all programs are aligned with organizational goals and that they contribute positively to community development and cultural enrichment.

### **Key Responsibilities:**

- **Program Design & Implementation:**
  - Develop, implement, and oversee art, culture, and educational programs aimed at engaging diverse community groups.
  - Collaborate with artists, educators, and cultural organizations to design inclusive and impactful programs.
  - Create program objectives, schedules, budgets, and evaluation frameworks.
- **Community Engagement:**
  - Build and maintain strong relationships with community leaders, local organizations, schools, and other stakeholders to understand community needs and ensure participation.
  - Act as the liaison between the organization and the community, advocating for the benefits of arts, culture, and education.
  - Plan and execute community events, workshops, and outreach activities that promote cultural and educational engagement.
- **Program Management:**
  - Oversee operations of the programs, including managing staff, volunteers, and resources.
- **Budget & Financial Management:**
  - Develop and manage program budgets, ensuring cost efficiency while maintaining high-quality programming.
  - Seek funding opportunities, including grants, sponsorships, and donations to support community arts, culture, and education initiatives.
- **Evaluation & Reporting:**

- Monitor and evaluate the success and impact of programs through data collection, surveys, and feedback from participants and stakeholders.
- Prepare and present regular reports on program progress, successes, challenges, and recommendations for improvement.
- **Marketing & Outreach:**
  - Engage with local media to raise awareness of community arts and education programs.
- **Professional Development:**
  - Stay informed about trends, innovations, and best practices in community arts, culture, and education programming.
  - Attend relevant conferences, workshops, and training to enhance professional knowledge and skills.
- **Collaboration & Partnership Building:**
  - Establish partnerships with schools, community centers, art galleries, theaters, and other cultural institutions to expand program reach and impact.
  - Collaborate with other nonprofits, government agencies, and businesses to enhance program offerings and community engagement.

Please Note: Job responsibilities are subject to change based on the needs of the organization.

#### **Required Skills and Qualifications:**

- **Education:**
  - Bachelor's degree in Arts Administration, Education, Cultural Studies, Public Administration, or a related field is preferred.
- **Experience:**
  - 3-5 years of experience in managing community-based programs, arts, education, or cultural initiatives.
  - Demonstrated experience working with diverse populations and understanding the cultural dynamics of the community.
- **Program Management Skills:**
  - Strong organizational skills and the ability to manage multiple projects simultaneously.
  - Proven experience in program development, implementation, and evaluation.
- **Leadership & Collaboration:**
  - Strong interpersonal and communication skills to engage with a variety of stakeholders, including artists, educators, local organizations, and community members.
  - Ability to motivate and manage a team, including volunteers and part-time staff.
- **Financial Management:**
  - Experience managing program budgets and resources.
  - Ability to identify funding opportunities and write grant proposals.
- **Marketing & Outreach:**

- Experience with community outreach and promotional activities.
- Familiarity with social media, digital marketing, and event promotion.
- **Cultural Sensitivity:**
  - Deep understanding of and respect for diverse cultures, backgrounds, and communities.
- **Additional Skills:**
  - Strong written and verbal communication skills.
  - Knowledge of local arts, cultural, and educational organizations and resources.
  - Familiarity with evaluation tools and methodologies for assessing program impact.
  - Possess a valid driver's license and reliable transportation as position will require some traveling

**Preferred Skills:**

- Experience working with underserved or marginalized communities.
- Fluency in speaking Lao and awareness of the cultural etiquette and practices
- Knowledge of arts education practices and curriculum development.
- Experience with grant writing or fundraising in the arts and education sectors.

**Salary Range:**

- **\$25-30 Hourly**
- 

Application Process:

Interested candidates should submit a resume, cover letter, and 3 references to **laoamericancommunityfresno@gmail.com** by **5pm, Monday, December 30th, 2024**. Please include "Community Arts, Culture, and Education Program Director Application" in the subject line.

**LACF Annual Programs/Events**

EDUCATION: ALEC (March/Apr)

COMMUNITY ENGAGEMENT: Lao New Year Festival (Apr/May); Community Banquet (May/June)

SCHOLARSHIP: Scholarship Announcement (Jul/Sept)

GALA FUNDRAISER (between Aug/Oct)

YOUTH/YOUNG ADULT: Ambassador (Year-round activities)