



PROGRAMS + EVENTS MANAGER

Job Title: Programs & Events Manager

Reports to: Executive Director

Job Type: Full-time (40 hours per week), including evenings and weekends

Salary: \$18 - \$20/hour depending on experience

Summary

The nonprofit arm for the Oxnard Performing Arts & Convention Center, Oxnard Performing Arts Center Corporation (OPAC), is seeking applicants for the position of Programs & Events Manager.

This position is responsible for outstanding, innovative development, management and operations of OPAC's programs and events that center community, lifestyle, educational, visual, performing and creative arts.

Along with outstanding skills and experience, candidates are expected to bring a passion and vision that builds upon the current quality and range of programs and services being offered by OPAC. OPAC's current signature events include Dia de Los Muertos, PACC the Arts Festival, Sight + Sound Film Festival, and RESCUECON. OPAC's current programs include the Teen Art Program, Volunteer & Internship Program, Artist-in-Residency Program, and Close to Home Program (FY 21/22 only). The position also curates, presents and co-hosts one-off events including local music shows, art nights, pop-ups, family days, classes, lectures, film screenings, etc.

General Requirements

- Knowledge and application of a wide range of arts programming for youth through adults, as well as ability and experience in developing new, innovative arts opportunities and programming for all ages and backgrounds
- Knowledge and application of quality standards for operations, program development, strategic planning and evaluation of programming staff
- Knowledge and application of fiscal management within a fee-based, self-sufficient programming structure; understanding and ability to develop detailed budgets and follow general accounting procedures
- Possess a customer-centered/visitor experience orientation and ability to provide outstanding service
- Ability to work effectively and successfully with diverse stakeholders in a public setting
- Possess strong and effective skills in developing positive, ongoing relationships with key individuals and organizations associated with OPAC
- Ability to research and identify fundraising opportunities
- Strong organizational and time management skills and high level of computer technology proficiency
- Participate in related OPAC Committee meetings and attend community events as required

Management

- Understanding and ability to develop practices that support inclusion, diversity, equity and access.
- Knowledge and application of



- Best practices vis-a-vis staff recruitment, management and evaluation
- quality standards related to operations of a comprehensive community arts program
- effective marketing and public relations. Works with OPAC staff to develop outstanding promotions, high visibility and positive public image of the program and overall OPAC brand
- effective community outreach techniques designed to communicate, motivate and partner with residents, organizations and businesses
- Knowledge and experience in identification of problems and generating solutions; ability to evaluate work product effectiveness and serve in a culture of professionalism, continuous improvement and ethical conduct

Programming

- Design and steer community events and artistic vision and programming
- Create and coordinate detailed logistic plans for events and programs
- Contract, oversee and evaluate artists; supervise program staff, volunteers, event committees, and interns
- Research and develop strategies for audience cultivation
- Ticket system management and ticket sales analysis
- Collaborate with OPAC team on marketing and public relations strategies
- Act as liaison and develop partnerships with community organizations and cultural groups
- Manage relationships with sponsors, vendors, staff, artists, etc; includes recognition, special events and opening nights
- Develop and execute strategies around fundraising, events, and volunteers
- Develop, implement and track program and event budgets.
- Ensure the safety of patrons and staff through accident prevention and safety policy, enforcing all facility rules and regulations
- Maintain a safe, clean amenity/facility at all times
- House management duties as needed

Qualifications

- Ability to lead, direct, inspire, motivate and collaborate with others
- Proactive and self-directed strong work ethic with excellent follow-through and time-management know-how
- Displays a positive attitude, exercises independent good judgement, and creative thinking
- Excellent listening and communication (written + verbal) skills.
- Must be able to work a flexible schedule, including work events on weeknights, weekends and holidays
- Physical requirements include ability to lift and move equipment up to 25 lbs. when required
- Must be able to work in different work environments to include office as well as work outside exposed to prevailing weather conditions for special events
- Valid Driver's License
- Spanish language skills desired



Education and/or Experience

- Bachelor's Degree in relevant field and/or minimum of 2-4 years experience developing events, multidisciplinary arts programming, education, and cultural programs.
- Strong project planning, volunteer management, and organizational skills

Benefits

- Health, Dental and Life Insurance
- 2 weeks paid vacation each year
- Paid sick leave

To apply, please send a resume, cover letter and writing sample to info@oxnardperformingarts.com. In your cover letter, please include 1-2 events or programs you would bring to fruition in this position.