



PROGRAMMING ASSISTANT

Job Title: Programming Assistant

Reports to: Executive Director

Job Type: Part-time (15 hours per week), includes evenings and weekends

Salary: \$16-17/hour DOE

Summary

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

This position is responsible for helping to carry out outstanding, innovative classes and events for OPAC's Creative Youth Development program. The program includes weekly art classes, Spring and Summer Break camps, and special events such as collaborations with artists, gallery visits, drop-in activities, career development/exploration in the arts, and creating/assisting with arts-based projects at the Center.

Young people in Creative Youth Development programs exhibit high levels of artistic skill and accomplishment along with increased self-esteem, and sense of belonging. In addition to receiving artistic training and fine arts exposure, youth development also meets students' needs for physical and psychological safety, caring relationships, and community connection.

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 classes and programming for all ages and backgrounds
- Possess a customer-centered/visitor experience orientation and ability to provide outstanding service
- Ability to work effectively and successfully with diverse demographics in a public setting
- Strong organizational and time management skills and high level of computer technology proficiency
- Understanding and ability to develop practices that support inclusion, diversity, equity and access.
- Ability to implement effective marketing and public relations, including canvassing and social media. Works with OPAC staff to develop outstanding promotions, high visibility and positive public image of the program and overall OPAC brand

Programming

- Help design and execute youth art classes, family events and assist with other events/programs as needed
- Create and coordinate detailed logistic plans for events and programs
- Work with guest artists, supervise volunteers and interns, and participate in event committees
- Collaborate with OPAC team on marketing and public relations strategies



- Track program budgets, supply/equipment inventory
- Ensure the safety of patrons and staff through accident prevention and safety policy, enforcing all facility rules and regulations
- Maintain a safe, clean studio/facility at all times
- House management duties as needed

Qualifications

- Ability to inspire, motivate and collaborate with youth, volunteers and other stakeholders
- Displays a positive attitude, exercises independent good judgment, and creative thinking
- Excellent listening and communication (written + verbal) skills.
- Proactive and self-directed strong work ethic with excellent follow-through and time-management know-how
- Must be able to work a flexible schedule, including weeknights, weekends and holidays
- Physical requirements include the ability to lift and move equipment and objects up to 25 lbs. several times per week. The job also requires the employee to bend, stoop, and reach on a regular basis, often several times per day. For example, you'd be expected to move and set up tables, chairs and tents for events and programs such as classes and festivals.
- 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
- As this position interacts regularly with mono-lingual, Spanish-speaking families, candidates must be fully bilingual Spanish-English, bicultural preferred.

Education and/or Experience

- Minimum of 1 year experience working with youth
- Experience as an artist and/or interest or knowledge of diverse mediums preferred
- Strong project planning, volunteer management, and organizational skills

To apply, please send a resume, cover letter and writing sample to info@oxnardperformingarts.com.