



CULTURESOURCE JOB ANNOUNCEMENT PROGRAM COORDINATOR (WITH A FOCUS ON DETROIT ARTS INTERNSHIP)

Status: Full-time, salaried

ABOUT CULTURESOURCE

CultureSource is a Detroit-based coalition of cultural organizations and creative people that supports the vitality of Southeast Michigan's arts and culture community. Around 170 arts and culture nonprofits comprise our membership, and we use our expertise to serve artists, philanthropists, and policymakers striving to have creative and cultural expression benefit the public across our seven-county region.

Our work involves facilitating convenings and networking activities, managing funding and grantmaking initiatives, collecting data, and sharing knowledge.

We are in the process of developing an ambitious and exciting new initiative: an arts internship designed to help young people develop skills and give them the tools they need to thrive by providing work experience at select cultural institutions, as well as work-readiness and college-preparation training.

Rising Detroit public high school seniors will receive paid summer internships at cultural nonprofits, along with supplementary activities such as cultural site visit days and curriculum days focusing on writing, leadership, financial literacy, public communication, college readiness, and more, designed to develop workforce readiness skills through the arts, build a diverse pipeline to cultural sector careers, encourage engagement with Detroit's cultural sector, and prepare students to apply to and transition into college. Additionally, the program aims to encourage greater diversity among cultural institutions' audiences and staff, and instill in students an appreciation of the importance of culture to civic life.

Our program will initially place 25 interns for Summer 2024, continuing with seven interns for the 2024-25 school year; these numbers are slated to grow in subsequent years.

CultureSource's mission is to advance creative and cultural expression in Southeast Michigan from our Detroit base. This new program will allow us to think longitudinally about the nonprofit arts sector's sustainability, developing young talent to augment our sector as we prepare for retirements and leadership transitions in the coming decade. By increasing our commitment to arts education, we will be able to simultaneously invest in long-term workforce development and provide rich educational experiences for promising Detroit youth.

HOW YOU'D FIT IN

Program coordinators function as the front line of CultureSource, and are responsible for implementing programs across our four pillars (Convening, Research, Grantmaking, and Changemaking).

Working in conjunction with the team of Program Managers, each program coordinator is responsible for overseeing and coordinating a unique and specific portfolio of discrete projects, operating in varying capacities to ensure the successful planning, execution, and completion of each project, as assigned.

Our newest program will match summer interns to cultural worksites, ensuring appropriate projects for each intern, as well as provide both weekly cultural site visit days and weekly curriculum days, when students will rotate through a set of sessions on writing, leadership, financial literacy, general college prep, and public communication.



We are looking for a detail-oriented helpmate to implement our vision, alongside the Program Manager in charge of the internship program. This role will also implement a portfolio of other CultureSource projects.

Primary Responsibilities & Expectations

The program coordinator will be responsible for much of the day-to-day implementation of all facets of the internship program, with guidance and oversight from the program manager. This person will also partner with other program managers on the implementation of a portfolio of other CultureSource projects.

Main duties to include:

- Assisting in the recruitment of worksites, mentors, and interns;
- Acting as a liaison with interns, intern mentors, schools, and member organizations serving as worksites, cultural site visit hosts, and/or curriculum delivery partners;
- Assisting in the implementation of all convenings, including weekly cultural site visits, weekly curriculum days, a kickoff event, and a graduation celebration;
- Actively managing all programmatic logistics, including meetings, communication, transportation for interns;
- Other CultureSource projects, as assigned.

This is largely a “desk job,” but will likely necessitate regular local travel during both the recruitment and summer implementation phases. A MacBook Air laptop computer will be provided to you.

THIS JOB IS FOR YOU IF YOU...

- Enjoy facilitating multiple projects at one time
- Believe in the transformative power of the arts
- Find joy in the details
- Possess strong written and verbal communication skills in English
- Are proficient in Microsoft Office and Google Suite
- Are comfortable communicating using Zoom and Slack

Ready to Lead & Have Skills Needed – We are in search of someone who has the combined experiences necessary in order to hit the ground running immediately. You will have exhibited skills in juggling multiple priorities and ensuring excellent attention to detail.

Project- and Time-Management Whiz –You have the proven ability to handle multiple simultaneous complex projects and see them through to successful outcomes. You have had practice in setting and remaining accountable to tight deadlines.

Detail Lover – The scope of the program is very broad, and you will be responsible for other programmatic projects, as well. You will need the ability to identify and track numerous details, seamlessly integrating information from multiple sources, and finessing the execution and production of various kinds of outputs, from written communications, to spreadsheets, to complex events, among others.

Can-do attitude – Your focus is on getting the job done, and when obstacles arise, your natural inclination is to look for solutions.

Proactive – While you are able to take and follow direction, you don’t need to be told what to do. Your natural instinct is to discover what needs to be done, and do it. You tend to be internally motivated.



Implementer – Especially in year one, this program will need to move very quickly. To succeed, you should know how to set aggressive goals and how to move projects forward with momentum.

Interest in youth development – At heart, this role is a champion for youth through the lens of arts and culture. While you may not yet have had experiencing working with youth, you have a strong conviction of the importance of investing in young people. You are comfortable interacting with high-schoolers.

Team Player – We are a small but mighty team, which means that we look out for each other. While focused on your own work, you simultaneously actively encourage and contribute to the success of those around you, and the overall organization as a whole.

HOURS

Generally available to work 40 hours/week in a hybrid environment. We all work from the physical CultureSource office on Tuesdays and Wednesdays, 10am-3pm. The rest of the workweek you may work from wherever is convenient for you, understanding that there will be Zoom/phone/email communication that is limited to 9am – 5pm Monday-Friday. During the recruitment and implementation phases of the program, you may also find it necessary to work on-site more frequently.

TO APPLY

Please use [this portal](#) to outline your interest. There, you will be asked to supply the following:

1. Please write two to three paragraphs telling us why you are interested in the position, and how you believe you meet the qualifications.
2. Please send your work/skills/training history as an attachment (either .doc, .docx, or .pdf), OR include a link to your LinkedIn profile.
 - We do not have a preference on which one.
 - You will not receive special consideration for sending both.
 - Our aim is to understand where you have worked before, and the types of roles you have had. We are open to and interested in learning from folks across the spectrum of experience and industry.

Qualified applicants will receive an email within five business days to schedule a conversation.

Position open until filled. Start date somewhat flexible, but ideally by April 1, 2024.

COMPENSATION & BENEFITS

- \$50,000/year, full-time salaried, paid electronically every other Friday
- Benefits include health care, dental and vision coverage, generous personal paid time off, and additional office-wide holidays.