



## **JOB ANNOUNCEMENT PROGRAM MANAGER: 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**

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 an experienced peer to lead the way in refining and implementing our vision.

### **Primary Responsibilities & Expectations**

The program manager will develop, rollout, and run the initial and subsequent years of the internship program, with guidance and oversight from senior staff. This person will manage the day-to-day planning



and implementation of all facets of the program. This person will also partner with our director of communications for all related marketing materials.

Main duties to include:

- Recruiting worksites, mentors, and interns;
- Managing relationships with interns, intern mentors, schools, and member organizations serving as worksites, cultural site visit hosts, and/or curriculum delivery partners;
- Vetting worksite internship projects;
- Matching interns to worksites;
- Developing and managing curriculum in partnership with the member organizations and allies that will deliver content;
- Designing and implementing all convenings, including weekly cultural site visits, weekly curriculum days, a kickoff event, and a graduation celebration;
- Overseeing all programmatic logistics, including travel/transportation for interns;
- Working in conjunction with a Program Coordinator, who will assist in implementation and logistics.

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 driving multiple projects at one time
- Believe in the transformative power of the arts
- Find joy in developing and sustaining interpersonal relationships
- 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 seeking an experienced colleague who will be able to hit the ground running immediately. You will have managed complex, long-term projects before, as well as at least one colleague. Relationship-building will have been integral to some of your prior experience.

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

**Big Picture Thinker** – The scope of this program is very broad. You will need the ability to maintain a bird’s-eye view of all the moving pieces, while also getting into the weeds in order to move projects forward.

**Relational** – You foster relationships, and seek connection with and between people. A large part of your success in this role will lie in your ability to develop and maintain relationships with a wide variety of stakeholders, from schools, cultural sites, and curriculum providers to student interns and their mentors. You may not be an extrovert, but you’re good at the care and feeding of relationships.

**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.



**Delegator** – You know your strengths and weaknesses, and you know how to loop others in so that you can spend your time and focus on the most important tasks facing you at any given time. You also are comfortable holding others accountable to agreed-upon tasks and deadlines.

**Motivational** – When you believe in a project, you can easily get people excited and ready to hop on board. This skill will be key in the recruitment phases of the program, with cultural sites, schools, and students alike.

**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**

- \$60,000/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.