

# Program Associate Twin Cities Media Alliance

**DEADLINE TO APPLY: THURSDAY, MAY 23 BY 11:59 P.M. CST**

At Twin Cities Media Alliance (TCMA), we're looking to bring on a program associate who is passionate about working at the intersection of narrative, media arts, equity and justice. The program associate should have an unwavering passion to contribute to an ecosystem that uses media arts as a tool to push for new narratives, critical thinking and conversations that illuminate the voices of marginalized communities and the paths we choose to forge.

Founded in 2005, TCMA is a nonprofit media arts organization that equips individuals and organizations with the power of media arts to shape narratives that advance equity and justice. We define media arts as the ways in which we tell and produce stories and messages for mass audiences using traditional, digital or cultural mediums. In essence, we help people and mission-driven organizations tell better stories and create platforms and spaces for stories to be told.

## ESSENTIAL RESPONSIBILITIES

**These are the essential responsibilities of the program associate, followed by program area breakdowns.**

- Manage and provide leadership for two main program areas at TCMA: (1) Media Arts, Narrative and Communications Trainings and Network Building and (2) Our Space Is Spoken For.
- Develop evaluation systems that will assess the quality of programming and event outcomes through identifying best practices from surveys, observations, anecdotal information and field research.
- Recruit and manage interns and volunteers for specific programming events.
- Oversee and implement the development and distribution of programming newsletter(s).
- Attend and participate in TCMA staff meetings, 1-on-1 meetings and TCMA events.
- Represent TCMA in public forums and attend media arts and storytelling-related events/conferences locally and nationally (as budget permits).
- Assist TCMA staff with administrative and operational tasks.

### **Program Management – Media Arts, Narrative and Communications Trainings and Network Building**

TCMA provides media arts, narrative and communications training to media artists and social practitioners. This role will focus on exploring and building trainings, artistic and networking opportunities, and networking for media artists underrepresented in the industry.

- Design, execute programming that provides high-quality media arts training, access to non-TCMA professional development, and networking opportunities for media artists underrepresented in the industry.
- Seek out and cultivate relationships with talented and experienced local, national and global media artists from marginalized communities.
- Recruit artists as supporters of TCMA – as collaborators, teaching artists, presenters and/or friends of TCMA.

### **Program Management – [Our Space Is Spoken For](#)**

Transforming public spaces into stages for performance art, [Our Space Is Spoken For](#) is a multidisciplinary public art storytelling project that brings together POCL community members and artists to create public art performances.

- Manage and execute all project activities, which include (but are not limited to) program schedules, open calls, info sessions, juries, artist orientation, communication, and public art performances.
- Work alongside the executive director to provide creative direction and execution for Our Space, including defining themes, artist support areas and overall program development needs.
- Build and manage community partner relationships to support the goals for Our Space.
- Hire and manage the production team as well as artist and non-artist contractors.

## ABOUT YOU

- At least two years experience in program or administrative work in the arts/culture or humanities.
- Dedicated to advancing artistic excellence and high professional standards in the Twin Cities community, and constantly learning about the artistic growth challenges and needs of underrepresented artists.
- Ability to approach issues affecting marginalized communities with a critical and intersectional lens.
- Superior project and time management skills that will advance various projects on different timelines and scopes, while maintaining a commitment to excellence and deadlines.
- Demonstrable experience working in/with/from traditionally marginalized communities, particularly POC artists.
- Excellent interpersonal communication, organizational and relationship-building skills.
- Adept at collaboration, but knows when/how to be decisive and make tough calls.
- Ability to think strategically and creatively, and solve challenges as they arise.
- Strong interest or experience in event planning.
- High aptitude for learning and receptive to ongoing constructive feedback.
- A team player with an awesome sense of humor and desire to support a sharp, resourceful team.
- Thrives in a culture of thinkers and builders of different backgrounds.

## OUR CULTURE

We're storytellers, artists, collaborators and strategists who live on the margins, in nuance and imagination. Although we've been around since 2005, our work, as it exists today, began as part of a leadership change and strategic shift in 2015. For this work to take shape in the way it needs to exist—centering the voices and experiences of marginalized communities—it was vital for us to craft a space where we can show up as our true selves without reprimand, a space for experimentation, creativity and shared learning. A space where laughter and hard work aren't dichotomies, and friends, collaborators and community drop in from time-to-time.

In this space, we challenge ourselves to independently produce our best work and creatively solve problems. But we also lean on each other when trying to find a way to a solution—often maneuvering through tough conversations. We celebrate our wins, no matter the size—and make time to reflect and honor our accomplishments, without ever forgetting the care of ourselves.

We want to work with a program associate who will embrace this culture and commit themselves to helping us continue in this new direction. The right candidate is motivated, ambitious, and able to make things happen. They can do a lot with a little, trusting that the resources to shape the role, team and work will expand as we grow.

## APPLY

This is a full-time, exempt salary position. Compensation is \$38k-\$42k per year depending on experience. Benefits include paid vacation and professional development opportunities. Advancement and growth within the position. **Deadline to apply is 11:59 p.m. (CST), on Thursday, May 23, 2019.**

Interested applicants should submit the following to [hello@tcmediaalliance.org](mailto:hello@tcmediaalliance.org) as individual PDF attachments:

1. Cover letter and resume.
2. List 2-3 media artists whose work you admire and briefly explain why. Please include links, if available.
3. Briefly explain your interest in public art. List 2-3 public art projects you admire and briefly explain why. Please include links, if available.

*Twin Cities Media Alliance (TCMA) is an equal opportunity employer committed to building a team that reflects our mission. We encourage applications from candidates who identify as people of color, Indigenous/Native American, LGBTQIA or are from other historically marginalized communities.*