



Public Programs Manager Job Description

About One Institute

Founded in 1952, **One Institute** (formerly ONE Archives Foundation) is the oldest active LGBTQ+ organization in the country. One Institute's mission is to elevate queer and trans history and embrace emerging stories through collaborative education, arts, and cultural programming. Our one-of-a-kind public programs and exhibitions connect LGBTQ+ history and contemporary culture to effect social change. Through unique K-12 teacher trainings, lesson plans, and youth mentorship programs, we empower the next generation of teachers and students to bring queer history into classrooms and communities. Finally, as the independent community partner of ONE Archives at the USC Libraries, we utilize and promote the largest collection of LGBTQ+ materials in the world.

The programmatic and educational choices made by One Institute are guided by our commitment to social justice and equity. We engage with the complexity of LGBTQ+ history and representation through highlighting the intersectional narratives of Black, Indigenous, people of color (BIPOC), women, trans and gender-nonconforming people, people of various abilities, youth, and elders across all socio-economic classes.

Job Description

The Public Programs Manager helps to develop One Institute's public programming, design individual programs and program series, and build lasting partnerships in LA's arts and culture communities.

The position will work with One Institute's management team to build out seasonal and year-round programming centered on queer and trans history and contemporary culture. Working under the direction of the Executive Director, this role is primarily responsible for the planning and execution of Circa: Queer Histories Festival, Pride month tabling and events, and developing One Institute's Culture Series programs. The position will also coordinate with other organizational departments to support program promotional campaigns and public events associated with One's Education Programs, including Queer History at Work, on an ad hoc basis.

One Institute's Public Programs

Circa: Queer Histories Festival

Held in October during LGBTQ+ History Month, Circa: Queer Histories Festival (circafestival.org) is a month-long, LA County-wide programming series showcasing the trailblazing histories and vibrant cultural contributions of LGBTQ+ communities through the lens of present-day challenges and triumphs. Through exhibitions, performance, readings, screenings, lectures, dialogues, and parties, Circa features queer and trans artists, activists, and educators leading the movement for LGBTQ+ liberation. The inaugural 2023 Circa festival comprised of 70+ individual public programs across 30 venues in LA County in collaboration with over 200 artists, activists, and educators, and was attended by over 3000 people.

Pride Month Events

One Institute strives to have a presence in at least one LA-area Pride festival per year and presents at least one Pride-related public event at One Gallery in West Hollywood or other venues, often in partnership with community individuals and organizations. Pride month is also a busy time for Queer History at Work requests for virtual or in person tailored queer history presentations requested by corporations, organizations, schools, and others.

One Institute Culture Series

The Public Programs Manager will work with the One Institute's management team to develop and execute a series of LGBTQ+ public programs centered on intersectional queer and trans histories and contemporary cultures. The position will establish seasonal programs or program series, at least one per quarter, outside of October's Circa festival.

Public Programs Manager Scope of Work:

- In collaboration with One Institute's staff, manage the creation, production, and execution of One Institute's public program initiatives and events (including Circa, Pride month, and Culture Series)
- Serve as the primary representative of One Institute's public programs
- Establish and maintain relationships with public program volunteers and volunteer committees, programming and venue partners, and internal/external program stakeholders
- Oversee and manage a team of artistic and administrative contractors
- In collaboration with Executive Director, develop and adhere to a budget for all public programming activities
- Create, implement, and adhere to set timelines/deadlines for program applications, development and production
- Ensure all proper documentation, data-collection, and other program administrative operations are maintained and followed
- Oversee the quality of programmatic outcomes and be a key lead on implementing the necessary plans, strategy and logistics for executing said outcomes
- Oversee program evaluation and work with One's administrative team to keep strong data management and make recommendations to improve program delivery year over year
- Other duties as assigned

Position Requirements

- Demonstrated experience organizing complex public programs, events, series, seasons, festivals, conferences, or equivalent
- Demonstrated experience working with arts and/or activist communities
- Ability to maintain frequent, responsive and respectful communication with staff, volunteers, program partners, artists, activists, researchers, educators, and others
- Track record of successful program execution and commitment to achieving shared goals in community-based settings with multiple stakeholders and agendas
- Experience in collaborative program design and development, coupled with a successful track record of sustainable implementation and execution of large-scale projects
- Ability to work well on a team and manage several priorities, accomplishing and planning out systemic approaches to evolving environments
- Strong independent work ethic and ability to proactively identify and assess effective methods of work operation
- Strong computer skills (business professional level), and excellent time management and organizational skills
- Knowledge and experience with tools such as Airtable, Eventbrite, Microsoft Office, Google Suite, and WordPress preferred
- Experience working within not-for-profit arts organization preferred
- Local travel, as well as evening and weekend availability
- Knowledge of LA County arts and culture landscape, especially LGBTQ+
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within program production and with program partners, volunteers, venues, vendors, and other constituents and stakeholders
- Must have a car or access to a car to transport program materials, merchandise, etc., to events
- Sit and/or stand for long periods of time
- Lift weight up to 25 pounds
- Be vaccinated against diseases including COVID-19 as recommended by medical professionals

Minimum Qualifications

- Minimum Bachelor's degree or equivalent work experience
- Minimum three to five years' work experience preferred
- Alignment with One Institute's organizational values
- Demonstrated commitment to LGBTQ+, social, racial, and gender justice
- Proactive, motivated self-starter who thrives in a team setting
- Positive attitude, curiosity, and flexibility

Benefits & Compensation

This is a full-time, salaried position. We offer a competitive benefits package including health, dental, vision insurance, vacation and paid time off, and a flexible work schedule.

The salary range is \$55,000 to \$70,000 annually depending on experience. The position is currently hybrid with 2-days in office per week required. Work must be performed in or near the city of Los Angeles.

Apply Today

Send your cover letter, resume, and list of 3 references to jobs@oneinstitute.org by 5 pm, February 17, 2024. Include “Public Programs Manager” in the subject line of your email.

Questions or Inquiries

Please direct your questions or inquiries to Human Resources at jobs@oneinstitute.org. No calls please.