Job Title: Community and Adult Programs Manager, Contemporary Arts Center  
Reports to: Creative Learning Director  
Status: Full-time  
Location: Cincinnati, OH  
Compensation: $32,000-$36,000 annual salary, competitive package of health benefits and PTO

*This is a bargaining unit position subject to collective bargaining. *

ABOUT THE CONTEMPORARY ARTS CENTER:

MISSION STATEMENT: The Contemporary Arts Center (CAC) brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

CAC BACKGROUND: The CAC was founded in 1939 by three women with their eyes on the future. Today, our purpose is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

The CAC now operates on a $4.2M annual operating budget and offers 4 - 5 significant exhibitions per year, including group and solo exhibitions originated by CAC curator(s), guest curators, and touring exhibition partners. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying an 80,000 sq. ft. building, with approximately 22,000 sq. ft. devoted to exhibition and performance space. With new executive leadership in place and a completed $5M+ renovation of its educational facility, the CAC is poised to continue its 85-year legacy of presenting new commissions by emerging and established artists, as well as thematic group exhibitions that foster local, national, and international resonances.

A strong emphasis on curatorial research and institutional partnerships has led to CAC generating a number of major touring exhibitions and co-commissions with entities such as Kunstraum Kreuzberg (Berlin), MIT List Visual Arts Center (Cambridge), the New Museum (New York), and FotoFocus Biennial (Cincinnati). Recent solo projects have featured the work of Tania Candiani, Ugo Rondinone, Steffani Jemison, Vhils, and Do Ho Suh, through which each artist developed significant interventions that attended to a range of timely concepts.

LOCATION: The CAC is located in an architectural gem in the heart of downtown Cincinnati, designed by Iraqi-British architect Zaha Hadid. The Lois and Richard
Rosenthal Center for Contemporary Art was heralded by *The New York Times* as “the most important American building to be completed since the end of the cold war” and was lauded for its community-centric approach to the design process.¹

**SCOPE OF POSITION:**

The **Community and Adult Programs Manager** is responsible for the strategy, planning and implementation of CAC projects and collaborations that are community-based or adult focused.

The main responsibilities for the Community Programs Administrator will include 1) Organization and facilitation of the CAC’s CoLAB program. 2) Working with artists, creatives and local organizations to research and develop community-focused projects and events 3) Organization and facilitation of the CAC’s Adult Programs (ONOC, Creative Writing Project, and other adult-focused Public Programs). Working alongside the Creative Learning team to plan and implement unique opportunities for adult learning and making. 4) Assist in the implementation of existing community-based family and teen educational events. 5) Collaborate with the CAC’s Education and Communication staff to provide promotional content for programming. 6) Curate and manage small-scale exhibits and events taking place in the Creativity Center’s 6th floor Community Gallery, under the supervision of the Creative Learning Director.

This full-time position will work 40 hours a week, primarily weekdays during office hours but some weekends and evening hours required. Some flexibility with weekday office hours in available.

The position is part of the of the Creative Learning team, working alongside the Teen Programs Manager and reporting directly to the Creative Learning Director.

**SPECIFIC DUTIES:**

- Serve as the main point of contact for our community-based programs.
- Work with our CoLAB contributors to organize and facilitate projects and events for each series. This includes searching for upcoming contributors, creating contracts, ordering materials and updating the website with CoLAB content as needed.
- Create and facilitate Community Programming that strengthens the CAC’s engagement and impact in the community. Duties include assisting artists and participants with programming, general customer service, visitor sign in,

evaluations, photographic documentation, assist in set up and take down, and help with the development of outreach and community engagement focused events.

- Work alongside the Creative Learning Director to plan and implement unique opportunities for adult learning and making.
- Search for opportunities for connections, collaboration and storytelling with individuals and organizations.
- Data entry and record keeping for all the programs this position oversees.
- Work cross-departmentally with Development staff to provide content for potential funding opportunities and Communications staff to provide promotional content for programming.
- Work with the Creative Learning Director to curate and manage small-scale exhibits and events taking place in the Creativity Center’s Community Gallery.
- Connect with local artists, schools and creative organizations to plan out the Community Gallery calendar, with the assistance of the CAC Education Team.
- Work on Community Gallery wall text and learning prompts for visitors to create related projects in the Zero Waste Art Lab inspired by the Community Gallery themes.
- Help to organize community events in the Creativity Center’s 6th floor Commons
- Perform other duties as assigned.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

REQUIREMENTS:
- Bachelor’s degree with a focus in community engagement, fine arts, or education recommended. The ideal candidate will have at least 2 years’ experience working with or managing community-based programming.
- Art making background or experiences in the art education field a plus.
- Experience installing and handling artwork recommended.
- Solid computer skills; Knowledge of MS Office (Word, PowerPoint, Outlook and Excel)
- Interest in contemporary art.
- Excellent writing and time management skills.
- Work schedule is flexible, some evenings and weekend hours required. Additional hours as needed to accommodate programming needs.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
• The person in this position needs to move about the space to access pertinent materials and facilitate programs.
• Must be able to remain in a stationary position 50% of the time.
• Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
• Able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
• Able to move objects of up to 25 lbs.
• Able to observe details at close range (within a few feet of the observer).

**PAY, BENEFITS, LONG-TERM GROWTH OPPORTUNITIES:** This full-time position takes place on-site at the CAC and at community partner locations. FT staff generally work on-site Monday – Wednesday and off-site Thursday and Friday as responsibilities allow. The annual salary range is $32,000-$36,000 and benefits include medical, vision, dental, and paid parental leave; access to retirement savings; generous vacation time, sick/personal days, and paid holidays; and access to professional development opportunities, employee assistance program, CAC membership, and CAC Museum Shop and Cafe employee discounts.

**TO APPLY:** Applications, a resume & cover letter in PDF format, should be sent to hiring manager Aly Laughlin, Human Resources Director, via email at alaughs@cincycac.org by August 6, 2023.

After applications are reviewed, selected applicants will be contacted for interviews. References may be requested and contacted only during the final interview stage and the identities of applicants will be held in the strictest of confidence.

**RECRUITMENT & HIRING:** The CAC is an Equal Opportunity Employer (EOE) where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.