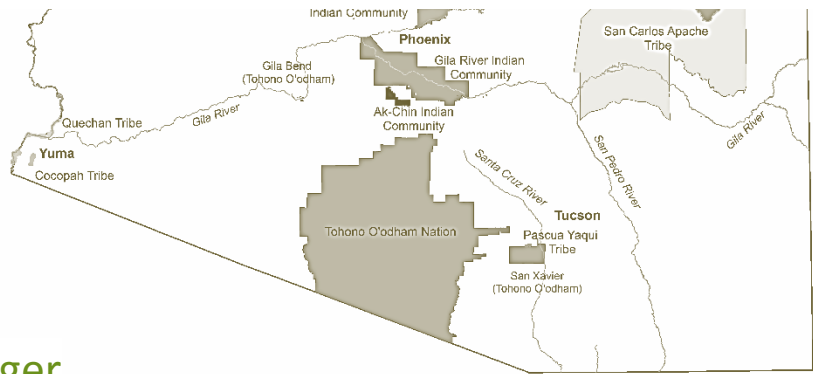


Arts Foundation for Tucson and Southern Arizona



Community Design Manager

Open until Filled

Job Title: Community Design Manager

FLSA Status: Exempt; Full- Time

Location: Tucson, AZ (may relocate)

Salary Range: \$45,000 - \$55,000

Open Date: July 11, 2022

Close Date: August 11, 2022

Projected Start: September 2022

Apply online: <https://artsfoundtucson.submittable.com/submit/170073/aftsa-job-and-internship-application>

Term: One-year term, Temporary position, Grant Funded

Apply online via the [submittable link](#) which will include application questions and requirement to upload a resume detailing your relevant background, knowledge, and experience. The information you provide is critical to evaluating your candidacy for this position. We encourage you to be thoughtful and purposeful in the construction of your responses.

The [Arts Foundation for Tucson and Southern Arizona](#) (Arts Foundation) seeks a qualified professional to fill the role of the Community Design Manager. The Manager will work with the Arts Foundation and Pima County Health Department (PCHD) to conduct activities related to the project *SaludArte*, funded by three grants the PCHD received related to health equity and the COVID-19 pandemic.

Community Design Manager will co-create and implement project plans for the *SaludArte* project in partnership with PCHD, a human-centered design (HCD) consultant and local community-based organizations to: convene communities that were disproportionately affected by the COVID-19 pandemic, capture the stories of their experience, select local artists to create interpretative representations of those experiences, and co-coordinate a countywide cultural health and wellness fair upon the arts' completion.

Strategies to meet project deliverables include listening sessions and HCD activities with five different communities (one in each supervisory district), and the creation of storytelling tools, materials and strategies that increase awareness around community needs and assets, COVID-19 mitigation and vaccine uptake, as well as understanding between governmental agencies and communities of focus.

ESSENTIAL FUNCTIONS (Under direction of supervisor)

1. Co-develop the Work Plan with PCHD staff as it pertains to *SaludArte* activities for the 2022 – 2023 project period.

2. Participate in and contribute to weekly *SaludArte* meetings to coordinate and execute the Work Plan, including meetings with PCHD staff and the Community Advisory Committee to identify and implement engagement among communities of focus.
3. Co-develop with Arts Foundation, PCHD, and Pima County Communications' staff, a storytelling campaign around the process of the *SaludArte* project, to highlight individual and organizations' stories, that will be featured on a unique project website page, to be hosted on the Arts Foundation website.
4. Coordinate the site selection and installation of artworks developed by sub-contracted artists. Work with selected artist to ensure artwork/site is maintained for the duration of term as indicated within the conditions of the respective agreement.
5. Develop and host a unique project website page within the subrecipient's official website to share the story of the *SaludArte* project, including the stories shared by communities engaged through the project. Update site with new stories no less than once a month and host the page publicly at least through June 30, 2024.
6. Co-coordinate, co-host and co-promote a county and community-wide event to celebrate the completion and unveiling of culturally relevant art, as well as provide opportunities for COVID-19 testing, vaccination and promotion of PCHD programs and services.
7. Leverage community relations with trusted community leaders, coalitions and groups to steward cross-jurisdictional and cross-sectoral partnerships to sponsor, coordinate and promote the community-wide event and storytelling component of the *SaludArte* project.
8. Complete all Work Plan activities assigned to the Arts Foundation of Tucson and Southern Arizona in the *SaludArte* action plan for the 2022 – 2023 project period.
9. Submit Monthly Activity / Progress Reports and Invoices for payment using the form co-developed with Pima County.
10. Submit end of project summary report.

QUALIFICATIONS

The Community Design Associate plays a critical role interacting with diverse communities, Arts Foundation staff, board, committees, and representatives from the City of Tucson and Pima County. We are looking for an experienced professional who is a creative thinker with strong problem-solving skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess understanding and commitment to the Arts Foundation's mission and vision which centers the values of diversity, equity, and inclusion.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Education: Bachelors of Art or other related degree. Experience in the field is welcomed in lieu of degree.
2. Experience:

- a. Community organizing experience
 - b. Working with diverse populations
 - c. Event Planning
3. Attributes:
 - Public Speaking
 - Curriculum or Program Design
 - Project Management experience managing multiple deadlines in different jurisdictions.
 - Contract Management including negotiating, drafting and procuring contractors.
 - Proficiency with Microsoft Office, PowerPoint, Excel. Willingness to learn other online management platforms such as Sharepoint, Salesforce, Box, Submittable, Airtable, Asana, Slack and Zoom.
 - Demonstrates ability to concurrently manage details of several projects, familiar with consensus- building practices to build rapport and work diplomatically with the public, as well as represent the Arts Foundation in a professional manner.
 - A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes.
 - Excellent written and oral communication skills with attention to detail
 - Ability to communicate at all levels effectively and tactfully, create trusted partnerships and demonstrate strong interpersonal skills.
 - Knowledge of various artistic disciplines
 - Experience incorporating the perspectives of multiple communities and multiple artistic expressions in step with Arts Foundation's commitment to Diversity, Equity, and Inclusion.
 - Bi-lingual proficiency in English and Spanish preferred.
12. Work Environment: While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Non-smoking environment. The work requires being comfortable working in a politically sensitive environment with multiple priorities and tight deadlines which will require work outside of regular business hours, including evenings and weekends.
13. Must possess a valid driver's license and driving record which is acceptable to the organization's insurance carrier.
14. Ability to drive throughout the region for community visits and public events (mileage reimbursement available).

Vision

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking accountable leadership, the Arts Foundation for Tucson and Southern Arizona works **to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.**

Purpose

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through **direct funding, technical assistance and professional development** opportunities throughout Southern Arizona and **manages the public art** process for the City of Tucson and Pima County. The Arts Foundation provides support to individual artists, collectives and arts organizations, while advocating for the creative workforce and equitable access to the arts on a local, state and national levels.

Community

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political and geological boundaries including 372 miles along the US Mexico international border in the south, and along the 590 mile stretch of the Gila River which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. AFTSA serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa, and Pinal.

Funding

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

History

In 1971, a group of citizens came together to form the Tucson Council on the Arts; and organization to serve as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and committed to supporting the arts in both the public and private sectors.