



Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

Job Announcement – Cultural Center Manager

About Us

The Mission Cultural Center for Latino Arts (MCCLA) is a multicultural, multidisciplinary arts organization committed to the collaborative artistic vision of the Latino art forms. MCCLA provides the community with an arena in which to develop new artistic skills, as well as support local and established artists that serve their community. MCCLA collaborates with other arts, social and humanitarian groups to provide the widest range of programming possible.

We are looking for a bilingual (English and Spanish) Cultural Center Manager who will manage the day-to-day operations of the Center to deliver services in accordance with MCCLA's goals and mission. This critical role frees up the Executive Director so they can focus on external matters such as fundraising, public relations and partnerships.

Who you are

- An individual with a genuine interest in and enthusiasm for the cultural arts that reflect the living tradition and experiences of the Chicano, Central and South American, and Caribbean people.
- A clear, direct, and succinct writer who provides clear, concise information to others in Spanish and English and in verbal, written, electronic and other communication formats.
- Hands-on—you are ready, willing and able to do what it takes to complete a task or fulfill a responsibility.
- You have an incredible ability to manage and prioritize, and are able to be on top of everything while at the same time being strategic with your focus.
- Your team work skills and the ability to lead and motivate are outstanding!

What you'll do

- Oversee the daily work activities of MCCLA, and with the ED ensure the smooth running of MCCLA.
- Participate in the development and implementation of goals, objectives, policies, and priorities. Participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with ED and staff; implement improvements; set administrative and operations guidelines.
- With ED and staff, plan, coordinate, and review the work plan for MCCLA's services and activities; monitor workflow; review and evaluate services/programs, methods, and procedures; meet with staff to identify and resolve problems. Ensure staffing for reception, security, and opening and closing of the building.
- With ED, recruit, train, motivate, and evaluate employees; provide or coordinate mandatory training; process hire and termination procedures. Support independent contractors, supervise activities of interns and volunteers; ensure follow through on work.
- Perform administrative and executive assisting tasks. Oversee hospitality for on/offsite meetings and community gatherings.
- Manage contracts and serve as liaison for vendors (food and beverage, retail, security, etc.).
- Interface with IT consultants and ensure technology and peripherals are working.

- Monitor the building and work areas and ensure they are welcoming, clean, well-maintained, organized, and safe. Inspect and sign off on all custodial work. Ensure building maintenance is carried out and track work, what's completed and what needs to be completed.
- Interface with City facilities and maintenance officials. Inspect building to ensure MCCLA's compliance with all applicable laws, rules, regulations, and standards. Ensure staff and all non-staff comply with environmental, security, and health standards.
- Coordinate MCCLA's move from its current location. Oversee cost projections, space needs and logistics (e.g., organize, pack/ship, etc.) for establishing and maintaining an off-site space and other storage space needs.
- Oversee the security systems, building access and security.
- With the ED and co-workers, help to plan, organize, present and market exhibitions and shows.
- Help to maintain inventory of MCCLA assets, and ensure historical archival materials are recorded and safely and securely stored.

What you'll offer

- Bachelor's degree in arts management, business administration, or related field and 5+ years' experience in a relevant role including one year of administrative and supervisory responsibility.
- Management accounting, inventory control, personnel, and IT/helpdesk skills.
- Well-versed in facilities management best practices.
- Comfortable learning and using the digital tools MCCLA uses—with little to no assistance, and willing to try out new technologies and work tools. Experience of Photoshop, database management, social media and mailings is useful.
- Teamwork skills and the ability to lead and motivate!

What we'll offer

- Competitive compensation and 100% covered medical, dental, and vision insurance and paid time off and holidays.
- Wellbeing and flexibility--work that is going to help you thrive rather than burnout.
- This position is based in the Mission, San Francisco. "From burritos to bicyclists, the Mission is the foundation for all things hip in the city."

MCCLA is committed to the full inclusion of all qualified individuals. If you are interested in being considered for this position, please email your cover letter and resume to: humanresources@missionculturalcenter.org, We encourage all interested individuals to apply.