



Programs Coordinator

Long Beach, CA

Overview

Compound is a cultural and creative complex fostering the intersection of contemporary art, wellness and community impact.

Compound's approach is holistic and includes multiple entry points for engagement. We conceived public programming ranging from contemporary art exhibitions and immersive experiences, classes, and workshops in the healing arts, performances, dining, and a location to wander and reflect—all in an effort to promote our values of creating connections, belonging, and fostering curiosity and growth.

We are driven by the belief that *culture shifts consciousness*. Culture provides a safe context to reexamine ourselves, our purpose and bettering our communities.

Compound is an extraordinary cultural sanctuary and multidisciplinary creative hub. Serving a diverse community, the center hosts modern and contemporary art, immersive experiential art, community programming with an art, health and wellness and social justice focus and serves local needs with healthy fresh food and drinks and a meditative garden.

The strategy of Compound is to draw visitors to the center by a) creating a popular venue for the exhibition of experiential contemporary art, b) presenting permanent exhibitions, c) offering exceptionally engaging public programs and events and d) expanding the experience using the most current technology.

Job Summary

Reporting to the Director of Programs, the Program Coordinator plays a crucial role in Compound's success as a hands-on team member who coordinates programs that attract diverse visitor constituencies to Compound. This role requires the capacity to conciliate great original programs, work with other thought leaders to bring their plans to Compound, and an ability to build awareness of Compound and transform different constituencies into active visitors. All programming strategies pursued by Compound must be sustainable, pragmatic and offer a positive return on investment (financially and for achieving attendance goals) consistent with the center's overall business and operating objectives.

The Program Coordinator will prioritize audiences that have economic, cultural, historical, educational, scheduling and other barriers that keep them from engaging in

contemporary art and culture and will aspire to consistently attract an audience that reflects the diversity of Long Beach.

Responsibilities

- Helps coordinate engaging, innovative, diverse programs and events that illuminate the art, artists, and exhibitions of Compound in the context of health, wellness and social justice with a focus on community engagement while also maximizing program attendance.
- Shapes a positive experience for visitors to engage them more closely in the work of Compound; amongst all Compound contacts, conveys that each individual is valued and is heard.
- Aids in identifying, prioritizing and understanding the different communities that will make up the diverse audience of Compound, as well as partners with other cultural institutions and non-profits to create synergies that support Compound's mission, goals and value.
- Coordinates all technical requirements of the public programs, working with artists, agents, curators and partners to determine needs, possibilities and constraints of producing works in a museum setting, draws seating and floor plans, contracts audiovisual staff (Compound staff and/or independent contractors) and secures all rental equipment as necessary, interfacing with the Facilities Coordinator as appropriate.
- Oversees all ticketing for public programs with Visitor Experience and Marketing, including determining audience capacities and managing all ticket allocations and comp lists.
- Plans and coordinates the operational needs of all events and programs with key partners, including Visitor Experience, Food & Beverage and Marketing.
- Forecasts, orders and manages all supplies needed for public programs, including all ages art workshops, and coordinates all art supply pickups at Compound.
- Oversees tracking of essential attendance and engagement metrics, including metrics of visitor satisfaction for various programs to gauge those most effective in engaging first-time and repeat visitors of various profiles.
- Expand and continually diversify attendance through the innovative use of traditional, new and experimental modes of communication, and other forms of engaged communication.
- Provide support during special events such as openings and sponsored events.

Skills, Knowledge, Abilities

- Resourceful and innovative in thinking, aware of current technologies as well as best practices in marketing/audience engagement and how to selectively deploy programs likely to fulfill institutional goals, programs and practices.
- Holds a broad understanding of contemporary art, popular culture and contemporary artists, health and wellness programs and social justice issues, combined with a firm grounding in audience engagement.
- Excellent written and verbal communication and persuasion skills, with the ability

- to present effectively internally and externally from board level to peers and subordinates as well as patrons, community business, and government leaders.
- Proven ability to manage and work with a diverse group of personalities.
 - Ability to share information easily, to listen as well as offer advice; respects the abilities of others and has a high level of emotional intelligence and political awareness.
 - Capable of utilizing both strategic and hands-on problem solving and implementation skills.
 - Skillful with patience and tact, able to exhibit and appreciate humor, and is sensitive to various personalities; demonstrates a hospitality mindset and ethos.
 - Consistent drive and ability to take ideas from vision to implementation.
 - Strong time-management skills with an ability to be well organized and deadline-oriented; exceptional attention to detail and follow-through; able to work both in unstructured and planned environments, and in situations where rapid response and instant decision-making are required.
 - *Desirable* -- knowledge equivalent to that acquired through hands-on experience in organizations that distribute tickets directly and through third parties, via the web or through alliance partners.

Education and Experience

- Bachelor's degree (or the equivalent in knowledge and experience) with three or more years of progressively responsible experience in marketing, communications, hospitality, public relations, arts education or a related field.
- Experience with programming development, production, engaging with talent and bookings.
- *Desirable* -- experience in a hospitality organization, cultural institution and/or a startup entity.

Classification, Schedule

This position is part-time, non-exempt and requires a minimum average of 32 weekly hours, Wednesday thru Sunday schedule, which includes work on weekends and evenings.

Equal Opportunity Employer

We are an equal opportunity employer, and we aspire to reflect the diversity of Long Beach in both our staff and visitors. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We believe that by actively building a workforce of the brightest people from the widest possible range of backgrounds, we can innovate, inspire, and engage with the widest possible audience.

To Apply

Please send a resume and cover letter to hr@compoundlb.com.