



1208 S. 10<sup>th</sup> St. | Tacoma, WA 98405 | P: 253.572.7717 | F: 253.575.7873 | [www.MiCentroWA.org](http://www.MiCentroWA.org)

## ARTS & CULTURE PROGRAM ASSISTANT

<b>SALARY</b>	\$20 - \$25 (DOE)	<b>DEPARTMENT</b>	Arts & Cultural Center
<b>JOB TYPE</b>	Full Time	<b>LOCATION</b>	Tacoma, WA
<b>HOURS</b>	30 - hours per week	<b>CLOSING DATE</b>	08/28/2024
<b>OPENING DATE</b>	08/14/2024		

*\*\*Schedule will vary to cover event programming that may include late afternoon, evening and/or weekends\*\**

**MI CENTRO ARTS & CULTURAL CENTER (ACC)**—Mi Centro is a community-based non-profit that works with the Latino and Indigenous families through our educational programs, crisis intervention, family outreach services, arts & culture programming, and advocacy efforts that concern our families and our community. A fundamental aspect of Mi Centro’s philosophy is not only to support our community with high quality wraparound services, but also to enhance their life experience with culturally relevant Latino Indigenous arts and promote healing through the preservation and celebration of their identity. Over the years, Mi Centro has organized and supported arts programming and events, both independently and through community partnerships. In 2022, Mi Centro launched the “Arreguin Arts & Cultural Center” as part of its core departments and programming services to ensure that Latino Indigenous artists and their cultural heritage is truly celebrated as part of the foundational work in the organization.

**ROLE & RESPONSIBILITIES**—Mi Centro is seeking a highly motivated, enthusiastic, organized, creative and committed ACC program assistant who is dedicated in supporting the mission of Mi Centro and the programming efforts of the ACC department. The applicant must have an interest in providing administrative support, event management, project facilitation, and creating community building opportunities through the arts. Personal traits should include strong planning and organizational skills, social media management, attention to detail, and solid verbal and written communication skills. Bilingual in English/Spanish, along with previous experience working with artists/cultural centers and diverse communities is preferred. Skills using various software applications, including MS Office Suite (Excel, Word, Outlook, PowerPoint, Publisher, Access), Adobe Photoshop, Canva, InDesign, Procreate, and photography is a plus.

**QUALIFICATIONS**—As part of Mi Centro’s ACC Department, the ACC program assistant assists the Direct of the ACC in fulfilling the organizations mission and departmental programming by assisting with:

- Bilingual candidate with fluency in both English and Spanish.

## Mi Centro ACC Program Assistant Job Description/2

- Planning and implementing community-wide cultural, visual, performance and literary arts programs, special events/projects, including acting as logistical point person
- Managing Mi Centro's permanent art collection, including moving art installations, recommendations for purchases or loans, and gallery art show production support
- Developing community arts advocacy and outreach strategies
- Establishing and strengthening relationships with other Mi Centro department staff, local partners, artists, community organizations and curators
- Regular postings on social media pages, newsletter submissions, welcome visitors and provide resources to various ACC inquiries
- Attend weekly staff meetings, staff-wide trainings, and professional development meetings/training sessions
- Participate in mid-year and end of the year staff evaluations
- Demonstrate commitment to issues of diversity, equity, social justice and leadership
- Perform other duties as assigned

An associate's degree and two (2) years related work experience in event production, arts programming, or experience working with artists or arts organizations. An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities will be considered. Bachelor's degree and experience working in arts administration and project management is preferred but not required. Must also have a valid Washington State driver's license by date of hire and a driving record that meets Mi Centro safety standards. Because programming may include working alongside youth, applicant must pass a Washington State Background Check. Attendance at meetings or special events may require regular evening and weekend hours for ACC and other Mi Centro departmental programming (exact dates/times will vary for each event/program). Duties may occasionally require having to lift up to 50lbs.

**BENEFITS**—Work is performed primarily at the main offices at Mi Centro and may include other spaces throughout the city with site visits for different programs/events and partner meetings. Benefits package includes Medical, Dental, Vision, Long-term Disability, and Life Insurance. In addition to this, selected applicant would receive paid sick leave, vacation hour accrual, paid holiday leave, and mileage reimbursement for meetings/events outside of Mi Centro. Benefits accrual is based on hourly status.

**TO APPLY**—Email a complete cover letter and resume that shows why you are interested and qualified for the position. Hard copy printed materials can also be mailed to Mi Centro but must be received before/by the August 28<sup>th</sup> closing date. Emailed items to Maribel Galvan at [Maribel.Galvan@micentrowa.org](mailto:Maribel.Galvan@micentrowa.org) or mail to 1208 S. 10<sup>th</sup> St., Tacoma, WA 98405. For more information you can call (253) 572-1454 or email Maribel Galvan at the e-mail address listed above.