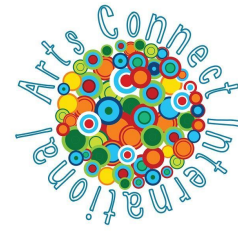


ARTS CONNECT INTERNATIONAL

BUILDING EQUITY AND INCLUSION IN AND THROUGH THE ARTS



ID: Blue text spells "Arts Connect International" around a multicolored design of overlapping circles.

CO-DIRECTOR OF OPS & HUMANS*

Arts Connect International (ACI) seeks to hire a Co-Director of Ops & Humans who leads the high-level management of the organization's operations, humans and strategic vision. This position reports directly to the other co-directors as a part of our circular and shared leadership structure.

Apply by: August 25th, 2023 preferred, hard close September 15th 2023 [applications reviewed on a rolling basis with priority for those who have applied by August 25th]

Tentative start date: As soon as the position is filled

Hours: Full-time, 40 hrs / week

Location Commitment: Boston-based, office presence minimum 2 days per/week

Compensation: \$75.6K annually + benefits \$4.8K healthcare, \$2K technology, \$1K professional development, 30 days paid leave (4 weeks vacation + 1 week paid holidays + 5 sick days)

**Title to be determined by the incoming co-director, this is a placeholder until we meet you!*

ACI'S BACKGROUND & MISSION:

Founded in 2014 Arts Connect International (ACI) builds equity and creative justice in and through the arts. ACI centers on the conscious elevation of queer, trans, disabled, Black, Indigenous, and other people of color (QTDBIPOC+), collectively manifesting liberated futures.

Creative justice, the manifestation of all people living creative and expressive lives on their own terms, is our ultimate goal.

At the core, we believe that:

- 1) art is a human right
- 2) art creates cross-cultural understanding, deep and meaningful learning, creative expression, and community building, making it an adaptive tool for social justice
- 3) change must be fostered at a community contextualized level to be sustainable
- 4) creative justice requires us to collaboratively work towards equity and liberation

Check out [ACI's website](https://www.artsconnectinternational.org) for more info on our programming.

ACI'S TIMELINE & EVOLUTION:

2014-2016 | From the start, ACI focused on leadership nurturing. Centering on art for social justice, ACI's Artist in Residence (AiR) program spanned residencies across seven countries, distributing \$150K+ in direct support to arts leaders.

2017-2019 | Building on the efficacy of ACI's grass-roots approach to building creative justice through leadership nurturing, while also recognizing the need to build cultural equity across the sector, systems change came into focus.

In 2017 ACI began a multi-year, multi-phase, multi-method study on cultural equity. "Examining Cultural Equity" (Brown & Brais, 2018), and "Moves Towards Equity: Perspectives from Arts Leaders of Color" (Brown, Brais & Fletcher, 2019), which became the bedrock for systems-level work at ACI, bringing critical consciousness to issues of equity across the sector.

In 2017 ACI launched its inaugural Artist Leader Retreat, centered on community care, regeneration and joy. From 2018-2019 ACI piloted the Youth United Artist program, centering the research, art and community of Boston public school youth. In 2019 ACI launched the inaugural three-day Arts Equity Summit, a national convening for leaders committed to creative justice.

2020-2023 | Like many organizations, ACI faced deep uncertainty during the onset of the COVID-19 pandemic. In addition to moving the Arts Equity Summit to a virtual format in 2020, ACI responded to the nation's growing consciousness of racial injustice through developing the **Cultural Equity Learning Community** (CELC). Launched in July 2020, the CELC has trained nearly 2K arts and culture leaders to date. Through revenue created by the CELC, ACI initiated a mutual-aid fund and ripple granting process, distributing \$74K to QTDBIPOC+ arts leaders. CELC 2.0 launched in July 2022, and a new cohort will be launched in August 2023. Launched in 2019, **Consult With ACI** continues to blossom as we build intersectional anti-racism.

Beginning in June 2021, ACI became the fiscal sponsor and organizing partner for the **Cultural Equity Incubator**; a collective action shared workspace designed by and for arts and culture leaders committed to intersectional racial equity and creative justice. The pilot is taking place amongst 11 partnering organizations, June 2021-December 2023. In May 2023, the CEI was awarded a multi-year \$1M grant from the Mayor's Office of Arts & Culture and is currently in the process of collectively designing stewardship of these funds.

Incubated in 2017-2020, and launched in 2021, the **Transformative Research Collective** (TRC), is focused on generating community responsive research. Recent publications include, *From Grassroots to Systems Change: Art for Social Justice* (Brown, Ntigurirwa, Gordillo & Rose, 2022), and *Embodied, Intergenerational Knowledge: Reconceptualizing Leadership Nurturing in Arts and Culture and Higher Education Management* (Brown, Rosegrant & Taing, 2021). A book around systems leadership and creative justice is also underway with Routledge, expected early 2024.

As we continue our trajectory of evolution and equity, we are ever grateful to the countless **partners** that make this work possible.

ACI'S ORG STRUCTURE:

ACI is currently in a large leadership inflection and experimentation period. Recognizing that non-profit boards and leadership structures are predicated on antiquated capitalist, patriarchal, and white supremacist principles valuing charity over self-determination and equity, ACI is pioneering an innovative, decentralized, community-oriented leadership model through its [co-director model](#), launched in July 2021.

The co-director model aims to share and redistribute power equitably among team members that belong to the communities our programming targets and champions a board and staff that are one and the same. All of our team members have the same voting and decision-making responsibility in this lateral leadership structure, and we do not prioritize our co-directors based on their position within (i.e. employee or neutral). At present there are [4 co-director employees and 3 neutral co-directors](#).

The inflection point catalyzed by our shared leadership model is reflected in our programming and strategic vision as well. The Co-Director of Ops & Humans will therefore join this system's leadership model, and the reporting structure will be circular in nature.

Upon a bi-directionally successful three month assessment period, the Co-Director of Ops & Humans will receive the opportunity to formally join the co-director structure as a voting member.

ABOUT THE CO-DIRECTOR OF OPS & HUMANS:

You are a visionary who knows how to nurture the holistic well-being of non-profit organizations and collectives. You are committed to intersectional racial equity and believe that participatory and collaborative work is essential to collective well-being. You value multiple perspectives and ways of knowing, and are excited about the community ACI has fostered and continues to evolve. You may or may not identify as an artist - but you believe in the transformative power of the arts. As we journey through decolonizing our relationship to traditional systems within this work, we look to you to support best practices and day-to-day well being as we steward this work collectively.

As an employee of ACI you work to manage and oversee the collective. The Co-Director of Ops & Humans equally shares decision-making power and holds the strategic vision of the organization with the other co-directors and is directly responsible for overseeing administrative duties and the overall management of fellow co-directors charged with programmatic duties.

This position reports directly to the other co-directors as a part of our shared leadership structure. The position is intended to grow over time and could expand into other work as opportunities arise.

HIGH LEVEL JOB RESPONSIBILITIES:

- Works with fellow co-directors to ensure that the mission is fulfilled via programs, strategic planning / visioning and community outreach / relationship building.
- Leads in the management of ACI's co-directors – supporting, mentoring and at times managing as is appropriate for various work and learning styles.
- Participates in co-developing strategic planning and strategic visioning – as well as holding the wider vision and supporting creative and collective enactment. .
- Responsible for the operational integrity of ACI, including building and maintaining organizational and management infrastructure.
- Shares responsibility for the fiscal integrity of ACI including participating in collaborative budget development alongside co-directors and accounting team(s).

DETAILED JOB RESPONSIBILITIES INCLUDE:

- Organization Mission and Strategy:
 - Responsible for co-developing and executing strategic planning to ensure that ACI can successfully fulfill its mission.
 - Shares responsibility for leading ACI in a manner that supports and guides the organization's mission, as co-defined between ACI's co-directors, arts leaders and community partners.
 - Responsible for the co-visioning and implementation of ACI's programs carrying out the organization's mission.
 - Responsible for the enhancement of ACI's image by being active and visible in the community and working closely with other professional, civic and private organizations and individuals.
 - Actively builds meaningful new relationships across the sector and beyond for the current and future work of ACI.
- Organizational Operations:
 - Co-leads effective administration of ACI's operations, including building and maintaining organizational and management infrastructure.
 - Co-leads the hiring and retention of qualified, mission-aligned staff.
 - Responsible for signing notes, agreements & instruments made on behalf of the organization, which may include leadership nurturing of others.
 - Oversees and supports management of co-director employees and neutral co-directors.
 - Oversees and supports management of the Cultural Equity Incubator (CEI) space located in Boston's Fort Point district alongside programming team(s).
- Planning & Leadership:
 - Oversees fellow co-directors in carrying out programmatic duties, acting as a support / management lead.
 - Participates in the development/revision of personnel and administrative policies and controls annually.
- Financial Performance & Viability:
 - Shares responsibility for developing financial resources to support ACI.
 - Responsible for the fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and

- maintenance of the organization in a positive financial position.
 - Works closely with the co-director of finance to complete the budget, review/audit, and other financial responsibilities.
 - Dreams into new ways of being and relating to capital.
- Meetings & Facilitation:
 - Attends and co-facilitates weekly co-director employee meetings.
 - Attends and co-facilitates monthly full co-director meetings.
 - Plans and co-facilitates weekly or biweekly check-ins with other fellow co-directors as needed.
- Other Responsibilities & Opportunities:
 - Possibility to join in on Consult With ACI contracts as desired / appropriate.
 - Possibility to support programming more deeply as desired / appropriate.

JOB REQUIREMENTS:

- Fluency in Google Suite.
- Administrative and management experience in a non-profit context.
- Ability to effectively work with a multiplicity of people with care, integrity and authenticity – including awareness of learning styles, communication styles, etc.
- Committed to intersectional anti-racism as core principle of the work (training provided as part of onboarding process).
- Committed to deeply collaborative work.
- Ability to sit through 40 hours of work / week.
- Ability to work at the CEI headquarters in Boston's Fort Point district.

IDEAL CANDIDATE QUALITIES:

- Committed to equity and principles of intersectional social justice.
- Transparent with high integrity as a leader and human being.
- Strong organizational abilities.
- Excellent manager who does well with various learning types and styles.
- Visionary leadership skills that allow for risk-taking, innovation, and growth.
- Creative problem solver able to receive, give, and incorporate feedback.
- Start-up mentality and can adapt to changes in the type of work being done.
- Excited to build new things and take risks.
- Culturally competent, thoughtful and possesses humility and the desire to learn.
- Artistic practice and/or inquiry and/or appreciation.
- Willingness to participate in a shared leadership model and to work collaboratively with all types of people.
- Desires networking and building with other leaders who work to create equity both in and through the arts, working as a systems connector and co-creator.
- Exceptional communicator - both as a writer and community catalyst, possessing the ability to mobilize people and resources to accomplish shared mission(s) and goal(s).
- Fundraising experience with a proven track record of securing funding for innovative projects. Training in grant writing is a plus.
- Based in and deeply rooted in Boston community(ies).
- Strong public speaking and presentation ability.

JOB CONTEXT & SUPPORT:

- This position collaborates with all of the ACI co-directors, as well as Cultural Equity Incubator (CEI) core partners.
- Co-directors lead various areas of programming and administration, but require centralized controls and management to align all activities to the overall mission of the organization.

TIME & LOCATION COMMITMENT:

Co-Directors are paid on an hourly basis, and the Co-Director of Ops & Humans is anticipated to be 40hrs per/week.

Due to the implications of ACI's deeply collaborative work candidates must either be located in Boston (and surrounding areas) and/or are willing to relocate accordingly. Co-directors generally choose their own hours, and tend to have "ACI-dedicated" days, currently Mondays and Wednesdays (subject to change in the fall).

The Co-Director of Ops & Humans is expected to work from the CEI headquarters at the Midway Artists Studios building in Boston' Fort Point neighborhood as much as possible, and at least two days per week. The CEI offices are accessible with automated doors and a small lift for short stairs, and equipped with a shared conference room, 2 small rooms with doors that close, an open work space, general office supplies, snacks, and internet.

COMPENSATION:

Co-director employees are paid a gross hourly wage based on the task completed. As of July 1st, 2023, these wages include: \$35 p/hr for all work except consulting, which is paid out at, \$112 p/hr for backend consulting, and \$150 p/hr for active facilitation. This pay grade is consistent for all co-directors and is set by the co-director collective agreement. This position's annual salary pre-benefits is estimated at \$75,600.00

Co-Director Employees at 40 hrs per/week receive the following benefits:

- 1) 4 weeks of paid vacation annually (the ACI office is closed for two weeks between Dec - Jan, and the other two weeks are at the discretion of the co-director)
- 2) 1 week of paid sick leave (5 days)
- 3) 1 week of paid holidays (5 days) decided upon by the co-director (i.e. Diwali, Valentine's Day, Juneteenth, etc.)
- 4) \$4.8K annually in healthcare reimbursement / support
- 5) \$2K annually in technology support
- 6) \$1K annually in professional development

The salary, benefits, and vacation package being offered are subject to change at any time at Arts Connect International's sole discretion.

ADDITIONAL DETAILS:

No one candidate will be perfect for this job. The skills and experience needed to be successful in this job exist on a spectrum. Frequently cited statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups apply to jobs only if they meet 100% of the qualifications. ACI is happy to leave that statistic in the past and every member of the ACI team receives training and professional development. No one ever meets 100% of the qualifications. Please just apply. [language borrowed from ImpactBoston]

HOW TO APPLY:

Via this [GoogleForm](#) please upload either a cover letter, or a short video (via link), and your resume introducing yourself and why you would like to work with us. Email admin@artsconnectinternational.org with any questions, feedback, etc.

Black people, Indigenous people, people of color, immigrants, members of the disability community and LGBTQIA+ folks are strongly encouraged to apply. For full consideration for this position please apply by **Friday September 15, 2023**. This position will remain open until filled and applications will be reviewed on a rolling basis.