

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Arts and Culture Associate

Employment Type: Full-Time, Non-Exempt, Staff Position

Supervisor: Policy Director

Position Description:

The Arts and Culture Associate position presents an exciting opportunity to enhance SCOPE's utilization of arts and culture within our organizing strategies, to educate, empower and mobilize residents to take action toward improving the material conditions of our South LA communities. Responsibilities include curating and developing content for signature and one-off events and programming, such as our Earth Day and Our Legacy is Now Art Exhibit. Additionally, the role entails overseeing and implementing all aspects of event planning and management from start to finish, such as booking the venue, planning logistics, coordinating with vendors, production, transportation, and staffing. The Arts and Culture Associate reports directly to the Policy Director within the Policy, Research and Communications component, and collaborates across teams to implement communications activities. The ideal candidate leverages exceptional communication skills, meticulous attention to detail, and strategic vision to develop and implement innovative arts and culture initiatives that uplift SCOPE's organizing strategies.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely Black, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties and Responsibilities:

Arts and Culture Curation, Programming and Content Development (50%)

- Collaborate with local artists and staff to curate and develop dynamic arts and cultural projects that align with SCOPE's mission and community objectives.
- Support arts and cultural programming to enhance community engagement and strengthen organizing strategies.
- Write and coordinate engaging content for multiple platforms, including email, blogs, website, and other publications, reflecting the vibrancy and diversity of South LA.
- Generate original content for SCOPE's social media channels
- Contribute to the production and editing of materials such as brochures, flyers and fact sheets, adapting content for digital dissemination as needed.
- Manage communication projects as assigned, liaising with relevant parties to ensure timely delivery of materials and maintaining consistency with SCOPE's branding.

Event Planning (40%)

- Collaborate closely with Communications and Organizing team members to carry out cultural strategies and/or programming, including event production, creative digital and online strategies, and logistics.
- Lead key aspects of art and cultural events and projects from concept to completion.
- Serve as the main point of contact for artists and event production vendors.
- Assist in planning and facilitating Arts and Culture committee meetings.
- Work with creative consultants to implement digital strategies.
- Track key work areas and provide regular reports and updates to the Policy Director and Executive Management Team.
- Coordinate, review, troubleshoot, and provide feedback to creative consultants.
- Serve as a key thought partner and collaborator within the organization.

Organizational Development (10%)

- Support the communications skills development of staff and grassroots members through technical assistance, training, and identifying external resources as needed.
- Support the management and growth of SCOPE's email list.
- Track, evaluate and report on the effectiveness of communications activities.
- Provide cross-department support and capacity as needed.

Essential Knowledge and Abilities:

- 1-2 years of experience in a project coordination or event production role.
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience.
- A demonstrated commitment to social justice, racial justice, economic justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.
- Stellar communication, presentation, problem-solving and project coordination skills.
- Strong writing skills, including ability to draft and carry out strategies.
- Prefer experience with economic/social/environmental justice, workforce development, labor organizing, advocacy, education, public administration, and/or working with communities of color and populations facing barriers to employment (e.g. formerly incarcerated/houseless/foster youth).
- Prefer familiarity with grassroots organizing, voter engagement, and campaigns.
- Excellent time and work management skills, and ability to handle multiple projects and meet deadlines under pressure.
- Ability to work independently and collectively, possession of strong interpersonal communication skills.
- Willingness to work longer hours and weekends when necessary.
- Reliable transportation required.

Work Environment: This position operates 100% on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually consistent with that of a typical office's noise level.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, non-exempt, hourly, at-will staff position. The schedule may fluctuate depending on organizational needs. Non-exempt employees serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of \$56,160, fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include "**Arts and Culture Associate**" in the subject line.