



MUSEO DEL WESTSIDE PROGRAMS COORDINATOR

TYPE OF POSITION: Full-time, Tues-Sat

REPORTS TO: Executive Director

BENEFITS: Health insurance and PTO

START DATE: January 2023

DESCRIPTION

The Esperanza Peace and Justice Center seeks an energetic community arts/education leader to coordinate programs surrounding the opening of the Museo del Westside's new home at the Rinconcito de Esperanza. Reporting to the Esperanza's Executive Director, this role has primary responsibility for executing an existing slate of public events and community initiatives that will build up to and celebrate the Museo's physical opening in May 2023. These activities will likely include pláticas, community gatherings and workshops, musical performances, etc., as well as community initiatives such as neighborhood surveys and block-walking. Events will take place both at the Esperanza's main building at 922 San Pedro Avenue, at the Rinconcito de Esperanza, located at 816 S. Colorado Street on the Westside, and at other community spaces throughout the Westside.

The Museo del Westside is a community participatory museum founded in 2018 to preserve and interpret the history and culture of the Westside. Its new home in the former Ruben's Ice House building is one of 10 historic buildings at Esperanza's 11-building multipurpose site, the Rinconcito de Esperanza. Applicants should have a strong connection to the Westside and/or Mexican American history and culture. They should be experienced in executing public programs, including coordinating logistics, hosting/facilitating events, managing volunteers, and building relationships with community members. They should be enthusiastic about contributing to Esperanza's efforts to preserve the Westside's historic character, combat harmful internalized narratives, and create a better future for the neighborhood through community building, advocacy, and housing justice. Workweeks will regularly include Saturdays and some evening hours. This role has several paths of succession based on the candidate's experience, in-role performance, and needs of the Esperanza.

About the Esperanza Peace and Justice Center

The Esperanza Peace and Justice Center works to create a better world through art, dialogue, and action by culturally grounding our Chicanx/Latinx/Mexican-American communities, building bridges across social, political, economic, gender, sexual, religious, linguistic, and varying physical divides and increasing access to artistic expression and education.

QUALIFICATIONS

1. Commitment to racial, gender, social, and economic justice
2. Familiarity with Westside and/or Latinx community
3. 2-4 years experience in community education, cultural arts, or community organizing
4. Experience executing public programs; excellent logistical skills
5. Able to take direction and work well with others
6. Proven ability to facilitate programs led and developed by community
7. Excellent verbal and written communication skills; comfortable acting as organizational representative/liaison in a variety of settings
8. Proficiency in Google Suite and Microsoft Office
9. Bilingual English and Spanish proficiency preferred
10. Personal connection to the work of the Museo del Westside strongly preferred

Note:

The Museo Interim Director will advise and support the person in this role.

We realize that you may possess relevant qualifications not listed above. We encourage you to apply if you believe your skills are valuable for this position, even if your résumé does not include every qualification listed above.

RESPONSIBILITIES

- Execute public programs and other activities leading up to and celebrating the opening of the Museo del Westside's new home, such as pláticas, concerts, community workshops, and more
- Manage AV, set-up, documentation, and staffing/volunteer needs for Museo-related events
- Provide events support as necessary at other Esperanza programming
- Participate in weekly Esperanza staff meetings; communicate support/resource needs for events to other team members
- Track work plan and progress using Asana and regularly communicate with supervisors
- Coordinate the collection of relevant promotional information for each event, i.e. written descriptions, photos, etc. and provide those materials to relevant team members by assigned deadlines
- Coordinate the reprinting and hanging of *Fotohistorias del Westside*, our outdoor exhibition of wall-sized banners presenting historic photographs of the Westside
- Serve as staff liaison to community planning meetings for annual Paseo por el Westside festival at the Rinconcito, which this year coincides with the Museo's opening; help facilitate planning (primarily done by community members/volunteers) and manage logistics such as supplies, volunteer coordination, documentation, etc.
- Attend community meetings and events as Museo del Westside representative
- Provide logistical support for the cataloging and preservation of the Museo's Westside Collections (for example, providing access to Rinconcito spaces for visiting archivist, etc.)
- Provide logistical support (opening/closing spaces, purchasing supplies, etc.) for the production and installation of *Historias del Westside*, the Museo's opening exhibition
- Develop and maintain positive relationships with community members; contribute to community awareness of Esperanza's Westside work.
- Other duties and responsibilities as assigned.

HOW TO APPLY

Deadline: Review of applications will begin immediately. Applications will continue to be accepted until January 24, 2023.

Please review the Museo del Westside Programs Coordinator job description, the Esperanza Peace and Justice Center website (www.esperanzacenter.org), and the Museo del Westside website (www.museodelwestside.org), and submit the following to [hiring@esperanzacenter.org](mailto: hiring@esperanzacenter.org) with the subject line "Museo Programs Coordinator:"

- Cover letter detailing your interest in and experience relevant to the position
- Résumé

Top candidates will be contacted for an interview via email, using the email on their resume.

The Esperanza Peace and Justice Center is an equal opportunity employer. People of color, women, Transgender, Non-Conforming, Nonbinary, Intersex, Two-Spirit, and LGBTQ folks, people with disabilities, and progressive community-based activists are encouraged to apply.

If you are interested in working with Esperanza but do not feel you are a fit for this position, we welcome receiving your résumé via email. A number of short-term and long-term positions will become available in the next 18 months.