



POSITION DESCRIPTION
Shunpike Program Director

About Shunpike:

Shunpike's mission is to empower artists through equitable access to vital expertise, opportunities and business services.

Through our Fiscal Sponsorship program, we provide groups with back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals. We also offer professional development and exhibition opportunities through various Shunpike-managed programs, including Storefronts, ACES: Artists of Color Expo and Symposium, Seattle Restored, The Studio @ 2+U, and ViewPoints.

Inclusion means my voice is heard. **Diversity** means I am reflected and represented in the organization at every level. **Equity** means I am supported by systems and policies that ensure I succeed, despite historic patterns of hindered success. *Shunpike is committed to this statement of equity and works to ensure that all staff and program participants apply this lens to the work that they do.*

About Shunpike-managed Programs:

- **Seattle Restored** - In partnership with the Seattle Office of Economic Development and Seattle Good Business Network, Shunpike manages this program that activates vacant storefronts with engaging pop-up shops and art installations.
- **ACES // Artists of Color Expo & Symposium** - A two-day BIPOC-led, community-curated program featuring art exhibits, live performances, presentations, workshops, film screenings, artist talks, and artist opportunity tables.
- **Storefronts** - Storefronts supports our creative community and our urban neighborhoods in Seattle by providing opportunities for artists to create dynamic, engaging works that reach out to passersby, and activate our built environment.
- **The Studio @ 2+U** - In partnership with 2+U, Shunpike facilitates a 1,100 sq foot dedicated art space in downtown Seattle for rehearsals, practice, workshops, and community events.
- **ViewPoints** - Shunpike launches an arts loyalty program in March 2025.
- **Other urban activation initiatives**, including art tours, artist talks, special events

About the Role:

Reporting to the Executive Director, the **Program Director** oversees these Shunpike-managed programs to ensure that program-related tasks are executed effectively and in a timely manner. The Program



Director is responsible for managing program-specific staff and contractors, while collaborating with the rest of the staff and leadership on program-related budgeting, fundraising, operations and marketing. This position involves a great deal of artist, vendor, and stakeholder liaison and is central to Shunpike's engagement with the community. The Program Director works remotely, with frequent work at the Shunpike office and other job sites required.

Current Position Responsibilities:

- Management
 - Conduct weekly one one-on-one and team meetings with Programs team
- Program Development
 - Work with organizational and community partners to design and implement Shunpike programs, most notably *Seattle Restored* and *other urban activations*
- Stakeholder Engagement
 - Communicate with all program stakeholders, ranging from artists, partner organizations, landlords, vendors, grantors, and sponsors
 - Attend and co-facilitate internal and external program meetings
 - Organize and facilitate artist review panels
- Public Engagement
 - Conduct Program info sessions and other presentations
 - Be available for media inquiries
- Budgeting
 - In collaboration with the Executive Director, develop and maintain program-specific budgets, in relation to Shunpike's overall annual budget
 - Track spending and stay within budget for each program
- Marketing
 - Liaise with Shunpike Marketing team to identify needs and promote all Shunpike programs
- Reporting
 - Work with Executive Director to develop reports for grantors, community partners, and staff
- Activations
 - Match commercial spaces with art exhibit and pop-up proposals
 - Liaise with landlords and Seattle Restored participants from pre-activation to post-activation
 - Work with Program Managers to process payments, legal documents, and other materials for space activation

About You:

- You have a strong commitment to racial equity and anti-racism, and to continuous learning on this journey.
- You have a Bachelor's Degree or work experience equivalent, including several years experience working in a non-profit arts context or comparable field, preferably as a producer and/or (arts) administrator/manager.



- You enjoy facilitating and organizing for others; you see your impact through their success.
- You are financially literate, able to read basic financial reports, and have a basic understanding of budgeting and expense tracking.
- You are personable and patient, have a cheerful disposition, and your sense of humor prevails even when you're stressed.
- You're able to operate and respond in a rapid-fire environment while still remaining cool, calm and collected.
- You are an active listener who enjoys helping people achieve their goals.
- You are comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, and gender.
- You develop and maintain professional relationships with a variety of people.
- You believe that you can never learn too much and your curious mind will lead you to explore current research and new ideas in the arts sector.
- You are a highly organized, multi-tasking, time-management whiz.
- Though a natural collaborator and loyal team player, you can manage responsibilities independently and are self-motivated to use your creativity, tenacity and savvy to solve problems as they arise.
- You are proficient with Word and Excel/G-suite applications
- You have an eye for detail, excellent verbal and written communication skills and a high degree of discretion and professionalism.
- You are proactive and enthusiastic about learning new tools.
- You are a people person who can professionally manage diverse stakeholders.
- You are responsive to individual artist needs, while keeping the big picture in mind.
- You love running around the Greater Seattle area and have access to a car.
- You are able to safely lift/hold up to 50 pounds and are comfortable working outside.

DISCLAIMER: The statements contained in this job description are not necessarily all-inclusive; additional responsibilities may be assigned and requirements may vary from time to time.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color, LGBTQ individuals and women are encouraged to apply.

Employment Status: Full-time (40 hrs/week), Exempt. Core hours are 10am – 6pm, Monday - Friday, with requests for flexible hours considered. Some weekend and evening work is required. This position can work primarily remotely, with some in-office and on-site work required.

Remuneration:

\$80,000 - \$88,000 per annum DOE; ORCA Card (alt. WFH stipend); 401k w/employer match; Health benefits including vision and dental; 18 vacation days, sick time, and 9 paid holidays.

Application:

To apply please send your resume and cover letter to HR@shunpike.org. Applications received before February 10, 2025, will be given priority. Interviews will start after February 17, 2025.