



POSITION DESCRIPTION

Title: Programs Manager Consultant (Parental leave cover)

Salary: Commensurate with experience

Duration: mid-May 2021 – mid-October 2021 (approx. 5 months)

Direct Report: Director of Programs

About The Africa Center

The Africa Center is transforming the world's understanding of Africa, its Diaspora and the role of people of African descent in the world. Serving as the hub for the exchange of ideas around culture, business, and policy related to the continent, and in the spirit of collaboration and engagement with individuals and institutions who share the Center's values, The Africa Center inspires enthusiasm, and advances thought and action around Africa's global influence and impact on our collective and shared futures. We exist to center Africans (i.e. all people of African descent) in Africa's future. We believe that 1) change starts from putting our own community on equal footing, 2) The many stories of Africa must be written and transformed with our community, and 3) Africa will shape our global collective future. Since launching its public programming in January 2019, The Africa Center has attracted and engaged thousands of visitors in a series of inaugural performances, installations, talks, readings, book signings, and film screenings. Since February 2020, the Center's programs have largely moved online, and have included one-on-one conversations on topics including literature and health, as well as an animation workshop for children. The Africa Center team is building a future facing institution that is truly transformative and community driven. Co-creating programs and exhibitions with our kinfolk will therefore be paramount to our success.

To learn more please visit www.theafricacenter.org and engage with our social media on Instagram, Facebook, and Twitter/[@theafricacenter](https://twitter.com/theafricacenter).

I. Consultancy Overview:

The Africa Center seeks a Programs Manager Consultant to support the Programs team and cover the TAC Programs Manager's responsibilities for 5 months while they are out of the office on leave. It is anticipated that the consultant would start in mid-May 2021 and that the consultancy would end in mid-October 2021.

The Programs team is responsible for developing and executing the vision of the Center's programming and exhibitions. The team is also responsible for overseeing the Center's PR and

Communications efforts. The Africa Center's programs are often in partnership with artists, film makers, entrepreneurs, organizations and institutions across Africa and its Diaspora.

The *Programs Manager Consultant* will report to the Director of Programs and will work closely with the Associate Curator and other TAC staff and consultants.

II. Duties include but are not limited to:

1. Support the team with planning the production and logistics of programs, exhibitions and events.
2. Manage event set-up and break down.
3. Track program attendance and data collection.
4. Coordinate consent forms and service agreements for program participants and moderators.
5. Keep programs calendar up-to-date.
6. Monitor Programs email account including managing programs related subscriptions and accounts
7. Conduct marketing and communication of the Center's programs including developing invitations, managing ticketing and guest lists, website updates related to upcoming programming, supporting program related social media etc.
8. Coordinate and archive the documentation of programs i.e. photo/video including reviewing and managing editing process.
9. Arrange the distribution of the Center's monthly newsletter and other email blasts including adding new mailing list subscribers.
10. Manage social media content including approval process and social media management account (SproutSocial). Manage communication with social media consultants to ensure past and upcoming programs and other suggested content is posted.
11. Support the team with communications, scheduling, and documentation in relation to programs-related advisory groups, seminars, and consultations.
12. Support the development of fundraising documents including presentation decks and correspondence.

III. Qualifications:

1. Bachelor's degree required. Advanced degree is a plus.
2. 1-2 years of administrative experience including experience with program management/administration and digital communications and marketing.
3. Experience working on issues related to The Africa Center's mission, on the African continent and/or within the African diaspora a plus.
4. Social media experience preferred.

IV. Key Skills and Capabilities:

1. Knowledge, passion and demonstrated commitment to The Africa Center's mission
2. Excellent written and oral communication skills
3. Collaborative and a team player
4. Strong organizational skills and attention to detail
5. Time management, prioritizing and the ability to handle a complex, varied workload
6. Familiarity and ability to work with software and platforms such as Mailchimp, AddEvent, Sprout Social, Slack, Wordpress, Eventbrite.

V. Professional Commitment:

The Africa Center provides equal employment opportunities (EEO) to all applicants without regard to race, color, religion, sex, national origin, age, disability or genetics.

VI. Salary and Benefits:

Consultant compensation is commensurate with experience and qualifications.

VII. How to Apply:

E-mail your application to programs@theafricacenter.org with the subject line: "Programs Manager Consultant". Applications should include a resume and a cover letter. Incomplete applications will not be considered. No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.