

Performing Artist-in-Residence – MACLA/Movimiento de Arte y Cultura Latino Americana seeks a collaborative *Performing Artist-in-Residence* who is actively engaged in the Santa Clara County Latinx art ecosystem. This person will curate MACLA’s performing arts programs by uplifting the work of contemporary Chicana/Latinx artists and develop new work to be incubated, workshopped, and presented at MACLA.

MACLA/Movimiento de Arte y Cultura Latino Americana is an inclusive contemporary arts space grounded in the Chicana/Latinx experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation.

MACLA Values:

- **Inclusive** – MACLA values diverse ideas, perspectives, cultures, sexual and gender identities and creates a space where all are welcomed, respected, and treated with equity.
- **Collaborative** – MACLA convenes individuals with shared values to partner with us as thought leaders and partners to implement innovative and effective programs which inspire and engage our community.
- **Integrity** – MACLA holds ourselves to the highest ethical and professional standards in our decisions, actions, and communications.
- **Optimistic** – MACLA’s work inspires our community to think differently about the world that we live in through our artistic practices.
- **Innovative** – From our programs to organizational practices, MACLA is adaptive, reflective, and constantly evolving to our changing world.
- **Leadership** – Leadership is developed throughout MACLA from our youth program participants to our artists, interns, volunteers, staff, and Board of Directors. As an organization grounded in Latinx arts and culture, we strive to provide a space for the development of Latinx leadership within our community.

Position Description:

The *Performing Artist-in-Residence* presents artistically excellent and relevant programs that represent the best in contemporary Latinx performing arts (theater, music, , dance) and are accessible to a broad public, aligned with MACLA’s mission and strategic priorities. As part of their role, they will cultivate and engage a community of performing artists who see MACLA as a home, advocate, and trusted resource for their work. They will connect artists to one another and help shape a larger community of performing arts supporters. This position is perfect for someone who understands the transformative aspect of the performing arts, community engagement, uplifting Latinx voices, and creating a space for artists to help shape the critical conversations of our times. MACLA’s programs present work grounded in the broader Latinx diaspora that also provides a participatory experience for audience members.

In addition to their curatorial responsibilities, as a practicing performance artist, they will develop new work to be incubated, workshopped, and presented at MACLA. This role will be a critical member of MACLA’s staff and will support our fund development efforts by engaging with donors and supporters.

We are looking for an enthusiastic cultural worker who understands MACLA and its niche in the arts ecology. The ideal candidate is highly organized, has an entrepreneurial mindset along with experience in the performing arts, and looks to improve existing systems for increased effectiveness. You enjoy both

the creative and administrative aspect of program development, work collaboratively with staff, artists and the general public. This full-time role would be for 36 months, with potential for an extension.

Performing Arts Programming Responsibilities (55%):

- Serve as lead staff person to curate MACLA's performance programs (theater, music, dance) and related public programs.
 - This currently includes South First Friday performances (10 annual), Family Art Day performances, one Spring and one Fall production (in collaboration with the National Performance Network), and other performances as time and budget allow.
- Research and develop program themes, potential artists and calendar performances to support MACLA's mission that are accessible to a broad public and generate revenue.
- Serve as point of contact for performing artists.
- Cultivate a community of performing artists, connecting them to MACLA and other artists, and sharing available resources and networks, including developing artist mixers
- Coordinate all logistics for performing artists including contracts, tech riders, payments, travel and hospitality.
- Oversee all performing arts program logistics from concept to post-production evaluation.
- Supervise audio/visual tech part-time staff for productions.
- Oversee Black Box theater maintenance and equipment use.
- Collaborate with MACLA staff on text for publicity, announcements and performing arts programs in clear and concise language.
- Support marketing efforts to produce hand bills, playbills, press releases and social media.
- Develop and monitor performing arts program budgets.
- Coordinate program documentation and maintain archives, attendance, and press log.
- Research and implement revenue generating paid classes, workshops and experiences.
- Supervise performing arts interns and volunteers.
- Participate in the National Performance Network.

Performing Artist-in-Residence Responsibilities (40%):

- Contextualize your work into a broader narrative about contemporary Latinx theater, music, or dance.
- Actively engage in your artistic practice and approach your work with rigor.
- Develop new work that can be incubated, workshopped, and presented at MACLA.
 - This can look like writing a new play, then workshopping it with actors, public work-in-progress, staged reading, and a final production at MACLA.
 - This can look like choreographing a new dance performance, with rehearsals and final production at MACLA.
 - This can look like writing a new composition, bringing musicians together for rehearsals, a work-in-progress, and public performance at MACLA.
 - MACLA is open to other proposals as well.

Overall MACLA Staff Responsibilities (5%):

- Support fund development efforts, including grants and reporting, program previews and donor cultivation events.
- Participate in organizational meetings, such as all-staff meetings, strategic planning, facility planning and Board meetings as needed.
- Attend meetings, conferences, and peer learning networks on MACLA's behalf.
- Support other MACLA programs as needed.

Qualifications:

- Active engagement with the Santa Clara County performing arts community
- Bachelor's degree or equivalent experience as defined by a combination of schooling, training, and/or work experience on a year-by-year basis with a focus in theater, music, or dance
- Dedicated to amplifying the work of other artists and uplifting Latinx voices (including immigrant, LGBTQIA+, Non-binary, Women, Afro-Latinx, Indigenous).
- At least three years of professional experience.
- Proficiency in Microsoft Office 365 and experience with social media platforms.
- Ability to manage multiple projects and deadlines efficiently.
- Ability to work as a team member with MACLA staff.
- Strong writing, editing, and proofreading skills along with excellent interpersonal skills, bilingual a plus (Spanish & English).
- Have a growth mindset and interested in personal/professional development.
- Valid CA Driver's License and access to a vehicle.
- Ability to lift 25lbs. at a minimum, sit at a desk for extended periods of time, etc.
- As a part of our commitment to health and safety, COVID-19 vaccination and boosters are required for all current and new employees.

The *Performing Artist-in-Residence* reports to the Executive Director, regularly collaborates with all MACLA staff, and interacts with interns and volunteers.

Compensation & Benefits:

This position is full-time and exempt. This position requires some evenings and weekends. The salary for the *Performing Artist-in-Residence* is \$75,000 – \$85,000 annually, depending on experience, and is non-negotiable. This position is expected to work onsite in our office in downtown San Jose, CA, but will have the flexibility to work off-site, depending on their practice. MACLA does not offer a relocation stipend.

MACLA offers a competitive benefits package that includes 100% employer-paid medical (Kaiser Permanente) and dental plans (Blue Shield). Eligible dependents are considered at 50% of the cost. MACLA offers a 401K match (currently at 6%), paid holidays, accrued vacation, and sick time, along with professional development and wellness resources.

Hiring Process & Timeline:

MACLA will host a **virtual information session on April 7, 2023 at 12pm** to review the job description and required materials, as well as answer any questions from potential applicants. **To receive the link please register [here](#).**

The priority deadline is **April 14, 2023**, but applications will be reviewed on a rolling basis until the position is filled. MACLA will contact qualified candidates to schedule an hour-long interview the week of April 17, 2023. During this interview, candidates will have the opportunity to speak with MACLA staff regarding the nature of the work, activities, and organizational culture. MACLA will request to speak with the finalists' references. An offer will be made shortly after. The expected start time for this position is mid-May 2023.

To apply, fill out the [2023 MACLA Performing Artist-in-Residence Questionnaire](#). Then send your resume and 3 references to HR@maclaarte.org with Performing Artist-in-Residence as the subject line. The 3 references may relate to either your professional work experience or people who can speak to your artistic experience.

If you are active in Santa Clara County, creating new work for public engagement, and advancing the field of contemporary Latinx performing arts, we encourage you to apply.

Please note that only complete applications – completed questionnaire, resume, and references – will be considered. No calls, emails, or social media messages, please. We will follow up with qualified candidates only due to the volume of interest. Prospective applicants are encouraged to review our website and social media prior to applying.

MACLA is an equal opportunity employer committed to diversity and to creating a work environment where the individual is valued and respected. MACLA welcomes applicants from diverse backgrounds and seeks to hire qualified staff reflecting the rich diversity of communities we serve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, and socio-economic status.

For more information, please visit <https://maclaarte.org>