

## **Job Description**

**Title TBD (Similar to Assistant Director)**

**LEATHER & LGBTQ CULTURAL DISTRICT**

***Draft Subject to Change***

The Organization's vision is to rejoice, commemorate, and protect the contributions of our predecessors, contemporaries, and successors rooted in the LEATHER & LGBTQ Cultural District and its diverse and marginalized peoples. United, we preserve, enhance, and advocate for the continuity and vitality of the Kinky and Queer communities of San Francisco's LEATHER & LGBTQ Cultural District.

The LEATHER & LGBTQ Cultural District is seeking a *Title TBD* to further develop the District. This requires working collaboratively with the Executive Director, staff, consultants, the LCD Board of Directors, District business owners, community members, stakeholders, and City agencies and government to carry out the mission and vision of the Cultural District.

The LEATHER & LGBTQ Cultural District is fiscally-sponsored by the 501(c)(3) nonprofit SOMArts Cultural Center. All employees of the LEATHER & LGBTQ Cultural District are employees of SOMArts, and subject to all SOMArts policies and procedures.

The *Title TBD* will be responsible for

- Coordinating the development and implementation of the Cultural History, Housing, and Economic Sustainability Strategies (CHHESS) Report,
- Managing Project and Program outputs, as needed,
- Assisting the Executive Director develop and implement District programs.
- Overseeing the implementation of the District programs and events, as directed by the Executive Director,
- Working with City Staff to obtain permitting, approvals to execute District programs and placemaking.
- Working with City Staff on strategy and other reports to further the District's goals.

The ideal candidate will have demonstrated strong leadership skills and can lead by example. Strong consideration will be given for experience in cultural heritage conservation, tenant protections, arts and culture, economic and workforce development, land use, and cultural competency. Candidates will have demonstrated a commitment to diversity, equity, and inclusion, and the ability to be flexible and responsive to complex community needs.

### **Duties and Responsibilities**

- Support the completion and implementation of the Cultural History, Housing, and Economic Sustainability Strategies Report (CHHESS) working closely with the Mayor's

Office of Housing and Community Development and City and County of San Francisco Staff.

- Provide support for the implementation of the Cultural District strategies: cultural heritage conservation, tenant protections, arts and culture, economic and workforce development, land use, and cultural competency.
- Assist with the Cultural District's communications plan, its implementation and community engagement.
- Assist in executing the Cultural District's marketing and branding plan and help develop strategies for their implementation.
- Assist with fundraising planning, and programs.
- Attend Board and committee meetings as needed.
- Assist with presentations and negotiations with Developers that are planning projects within and near the District boundaries.
- Manage preparations and design processes for public realm elements, such as sidewalk plaques, crosswalks, etc.
- Manage applications and permitting with city agencies such as DPW, MTA, PUC, and SF Planning for public realm elements such as pole banners, sidewalk plaques, etc.
- Manage the vendor processes for quotes, bids, etc. for public realm elements.
- Assist Executive Director and Land Use committee chair in negotiations with Developers who are building within the district boundaries to secure contracts, funding and placemaking features.
- Assist with Implementing and coordinating public education, policy development, and advocacy efforts.
- Assist with coordinating the organization's work with local, regional, statewide, and national organizations as well as San Francisco and California State governments.
- Other duties as directed by the Executive Director.

## **Qualifications**

The ideal candidate will have much of the following knowledge and experience:

Knowledge of leather and LGBTQ culture and experience working with the leather and LGBTQ community.

Familiarity with the Cultural District area, its history, and issues relevant to the community or experience working with underrepresented communities.

Demonstrated ability to work with City and County of San Francisco staff, officials, legislative staff, community and special interest groups to build consensus and accomplish goals.

Knowledge of and experience with community cultural sustainability strategies: cultural heritage conservation/preservation, tenant protection, arts and culture, economic and workforce development, land use, cultural competency, and public policy implications.

Experience as a community organizer and with community engagement.

Strong analytical skills and ability to synthesize complex issues into clearly-stated positions.

Demonstrated passion for racial, ethnic, social and economic equity and inclusion.

Experience in building and maintaining coalitions.  
Experience in program development and implementation.  
Preferred Bachelor's Degree or equivalent experience.  
Preferred degree in Public Policy or equivalent experience.

**Skills Required by the Job:**

Ability to work independently as well as on a team  
Patience, emotional intelligence, and sensitivity working within a community.  
Excellent public speaking skills and proven ability to facilitate meetings.  
Familiarity with program/project management processes and techniques  
Strong analytical and organizational skills.  
Excellent verbal and written communication skills.

**Physical Demands:**

- Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.  
- While performing the duties of this job, the employee is frequently required to talk or hear.

Accountable to: LEATHER & LGBTQ Cultural District Executive Director

Salary: Based on experience, qualifications and schedule.

Benefits: Benefits package is offered including medical, vacation, and holidays.

Hours: Full time, exempt level position, periodic evenings and some weekends required.

EOE

**Apply by 5:00pm, August 9, 2022**

Please send letter, references and resume to: [jobs@SFLCD.org](mailto:jobs@SFLCD.org)

**EQUAL OPPORTUNITY EMPLOYER**

SOMArts fosters a creative and professional environment that reflects the diversity of San Francisco. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.