



Job Title: Program Manager, Cultural Development

Organization: Los Alamos County Development Corporation (LACDC)

Program: Los Alamos MainStreet & Creative District

Status: Full-time, Exempt

Salary Range: \$60,000–\$68,000, dependent on experience

Schedule: Monday–Friday, 8:00 a.m.- 5:00 p.m.; occasional evenings and weekends required

Workplace: LACDC Suite – 190 Central Park Square, Los Alamos, NM, and Creative District locations

Reports To: MainStreet & Creative District Executive Director

Position Summary

The Cultural Development Program Manager is responsible for developing, managing, and implementing arts- and culture-focused programming that advances the goals of the Los Alamos Creative District and supports economic vitality, placemaking, and community engagement. This position emphasizes creative programming, grant and project management, artist support, and cross-sector collaboration.

The ideal candidate is an enthusiastic, personable, and highly organized professional who can manage multiple projects, funding requirements, and partnerships while serving as a welcoming and knowledgeable point of contact for artists, creatives, businesses, and community stakeholders.

Essential Duties & Responsibilities

Utilizing excellent communication, organizational, and project management skills, the Creative District Program Manager will:

- Be heavily involved in Year 1 of helping to execute deliverables of a Creative Industries Division (CID) Plan grant awarded to LAMSCD, funds of which must be spent by end of 2026



- Coordinate related grant and project-funded activities, including schedules, deliverables, compliance, documentation, and reporting
- Assist with identifying funding opportunities and supporting grant applications related to arts, culture, and placemaking
- Coordinate creative placemaking efforts, public art projects, exhibitions, and cultural activations
- Coordinate and lead implementation (with assistance from the LAMSCD team) Creative District-specific programs, events, and initiatives, including but not limited to Tuesdays at the Square, ScienceFest, WinterFest, Halloween, and promotional efforts for the Month of Arts & Humanities
- Serve as a primary liaison to artists, creatives, cultural partners, and Creative District stakeholders
- Maintain organized project records, timelines, and data for reporting and evaluation
- Support sponsorship development and partner engagement related to Creative District initiatives
- Collaborate with staff and contractors on marketing, copywriting, and promotion of Creative District activities
- Manage changing priorities, frequent interruptions, and community needs with professionalism and adaptability
- Collect and organize data for state MainStreet reporting, grant compliance, and County contractual obligations, as it pertains to cultural activities
- Participate in contract performance assessments and presentations with the Executive Director and County partners, as it relates to cultural activities
- Understand and communicate the mission, vision, and goals of the Los Alamos Creative District
- Assist with general office operations and other projects as assigned

Desired Skills & Attributes

The successful candidate will demonstrate:

- A personable, presentable, and articulate demeanor



- Strong interpersonal skills and the ability to work effectively with diverse personalities and creative communities
- Excellent listening skills and clear, confident written and verbal communication
- Exceptional organization, attention to detail, and follow-through
- Strong project management skills with the ability to manage multiple timelines and deliverables
- High reliability, responsibility, and accountability
- Ability to work independently and collaboratively with minimal supervision
- A resourceful, solution-oriented mindset
- Comfort working in a fast-paced, evolving environment with changing priorities
- Ability to remain calm and productive amid frequent interruptions and community-facing demands
- A commitment to following through on established written plans

Technology & Software Skills

- Computer proficiency with Microsoft Office (Word, Excel, Outlook) and Google Suite
- Experience or working knowledge of CRM databases, Mailchimp, Zoom, and WordPress
- Familiarity with social media platforms and design tools such as Canva
- Ability and willingness to learn new systems, tools, and reporting platforms

Experience & Background

- Experience in arts administration, creative placemaking, cultural programming, or nonprofit project management is strongly preferred
- Grant management, reporting, or compliance experience is highly desirable
- Event planning and community engagement experience preferred
- Experience working with artists, creatives, or cultural organizations is a plus
- Nonprofit, MainStreet, Creative District, or economic development experience is desirable



Supervisory Responsibilities: project-based, as assigned

Job Relationships

The Cultural Development Program Manager works collaboratively with the MainStreet & Creative District team, LACDC programs (including the Chamber of Commerce), artists, creatives, community partners, funders, and stakeholders.

How to Apply

Please submit a resume and cover letter to:

Jacquelyn Connolly, Executive Director

jacquelyn@losalamos.org