

February 9, 2026



## JOB DESCRIPTION

**Job Title:** Production Manager, *Content Magazine*  
**Hours:** 40 Hours Week  
**Classification:** Exempt  
**Start Date:** March 15, 2026 (flexible)

### **SILICON VALLEY CREATES & CONTENT MAGAZINE**

The mission of **SVCREATES** is to elevate the creative culture of Silicon Valley, with a specific focus on the residents, artists, and cultural organizations of Santa Clara County. Our work seeks to build the capacity of our creative ecosystem, raise the voice and visibility of local artists, and increase equitable access to the arts for historically underserved populations. *Content Magazine* is a media platform, publication, and core program of **SVCREATES**, which highlights and connects South Bay culture curators, artists, and innovators through the art of storytelling, an online community, and local event experiences.

### **POSITION SUMMARY**

The Production Manager oversees and executes events, membership program, marketing, and sponsor/partner programs for *Content Magazine*, and otherwise assists the Executive Editor in meeting *Content Magazine*'s annual goals, increasing distribution of the Magazine, and advancing **SVCREATES/Content**'s mission to elevate the local arts ecosystem by spotlighting and uplifting Santa Clara County's creative culture.

**Relationships:** The position reports to *Content*'s Executive Editor. The Production Manager will work with and occasionally (as assigned by the Executive Editor) oversee contractors, interns, artists, and vendors, who are engaged to produce the magazine, online platforms, events, and other activities and programs of the magazine. The position will work collaboratively with **SVCREATES**'s Director of Programs, Community Engagement Manager, and Communications Team as necessary to leverage and align *Content* activities with other programs and communications of **SVCREATES**.

### **Benefits & Compensation**

This position is full-time with a starting salary range of \$68,000-\$75,000 and includes paid medical, dental, and vacation benefits along with access to a company-sponsored 401K plan.

### **SPECIFIC DUTIES**

Events:

- Plan, coordinate, and attend *Content Magazine* Pick-Up Parties, Meet Ups, and other artist networking events as determined by Executive Editor
- Manage vendor and venue contracts, procure necessary permits
- Secure and coordinate artist appearances and entertainment

svcreates.org

- Negotiate and manage trade agreements and manage budgets for events
- Manage promotion for events
- Manage each event onsite, recruit and supervise volunteers
- Market *Content Magazine* at festivals and public events

#### Membership & Distribution:

- Manage *Content Magazine* membership program, including maintenance of member mailing lists and renewal reminders
- Promote membership print program, solicit new members
- Promote and track e-newsletter subscriptions
- Manage mailing of print issues to members
- Manage benefits to members at events
- Coordinate distribution of magazine at range of outlets

#### Sponsors & Partners:

- Cultivate and steward relationships with prospective and existing sponsors and arts partners, in collaboration with Executive Editor
- Negotiate and finalize sponsor and art partner agreements, as directed
- Manage MOU/agreement paperwork and invoices
- Collect artwork for ads/promotions for print and online platforms
- Track ads commitments and schedules for placement on platforms throughout the year

#### Administration & Communications:

- Manage event budgets
- Maintain membership/subscriber lists
- Track user data metrics and event attendance
- Assist with weekly e-newsletter and social media
- Other duties as assigned

## **POSITION REQUIREMENTS**

### **Minimum Requirements:**

- A minimum of two years of experience in a nonprofit organization or small business work environment
- Commitment and passion for the role the arts play in building a healthy and equitable community in Santa Clara County
- Strong written and oral communication skills
- Project or event coordination experience
- Experience with membership, CRM, or project management software systems
- In-person office hours at downtown San José office (minimum four days per week in-person)
- Ability and access to transportation to attend events and meetings across Santa Clara County

### **Preferred Candidates will:**

- Have previous successful event management experience

- Have experience/familiarity with/in an arts discipline or personal artistic practice
- Be fluent with a range of social media platforms
- Be fluent in more than one spoken or written language
- Have skills in graphic design and/or video editing

**SVCREATES** embraces the importance of diversity, equity, and inclusion both internally, in our hiring process and organizational culture, and externally, in our grantmaking and related practices. We are an equal opportunity employer and encourage applications from people of all backgrounds, cultures, and experiences.

**Application Process:**

Applicants should submit a resume and a separate cover letter describing why applicant is interested in advancing the arts in Santa Clara County and how the applicant meets/exceeds the minimum position requirements. Please submit online to [admin@svcreates.org](mailto:admin@svcreates.org).