

## Job Opening: Immediate

### How to Apply

Please send your resume and a cover letter explaining why this is the job for you to Jan Minami, Project Director of the Chinatown Fresno Foundation, [jan@chinatownfresno.org](mailto:jan@chinatownfresno.org). If you have questions, please email. Explain who you are and what your question is. Be sure you understand the description below before emailing.

## Cultural Heritage Center Manager

### Job details

We are seeking a visionary, hands-on Manager to lead our Center into its exciting debut and beyond. Under the supervision of the CFF Director, the manager plays a key role in ensuring the smooth day-to-day running of the center, supporting its mission by coordinating activities and fundraisers to promote the arts, and preserve the cultures.

While preservation and restoration of artifacts and culture are the foundation of the work, this position involves a combination of administrative, financial, logistical, leadership and community engagement responsibilities. It requires a detail-oriented, flexible, and proactive professional capable of handling multiple tasks while maintaining a focus on the Center's purpose.

### Who you are

- A builder and a bridge-builder: passionate about cultural preservation and community empowerment.
- Experienced in museum, cultural, historical, or nonprofit leadership (or a closely related field).
- Skilled in team management, event planning, and partnership development.
- Comfortable with both high-level strategy and hands-on execution.
- Creative, flexible, and deeply respectful of lived histories.

### What you'll do

- Shape the future of a brand-new cultural institution from day one.
- Curate and oversee exhibits, artifacts, and multimedia installations that celebrate eleven rich cultural traditions.
- Develop and lead programming that engages schools, families, artists, and scholars.
- Collaborate with community leaders, cultural groups, and historians to ensure authenticity and relevance.
- Manage day-to-day operations, including staff, volunteers, and budgeting.
- Plan and lead efforts to raise funds for the organization.
- Be the public face of the Center — hosting events, giving interviews, forging partnerships.

## Why Join Us

- Be part of something historic: help launch a center that will reshape how Fresno honors its true history.
- Lead with vision and creativity — your ideas and leadership will directly shape the Center's identity.
- Engage with a vibrant, supportive community eager to see their stories told.
- Competitive salary based on qualifications, flexible environment.

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## Cultural Heritage Center

A 501(c)3 organization, a subsidiary of the Chinatown Fresno Foundation

Location: 1526 Kern Street, Fresno CA 93706

## About the Center

Our Cultural Heritage Center stands as a tribute to eleven diverse cultures that faced discrimination but stayed strong. Through perseverance, innovation, and deep community roots, these cultures continue to have a tremendous impact on Chinatown and all of Fresno. The Center is being established to honor their contributions through gathering people and organizations representing the cultures and showcasing exhibits, artifacts and dynamic programming.



*The Cultural Heritage Center, a project of the Chinatown Fresno Foundation, is funded in part by the City of Fresno Measure P Expanded Access to Arts and Culture Fund administered by the Fresno Arts Council.*