



Position Title: Director, Visual Arts & Artist Programs

FLSA Classification: Full-time/Exempt

Job location: Hybrid

Reports To: Vice President of Programs

Salary range: \$75,000 - \$80,000

Job Summary:

The Director, Visual Arts & Artist Programs oversees the planning, implementation, and evaluation of high profile regional artist programs, including the Southern Prize & State Fellowships, the Southern Prize Touring Exhibition, the Southern Curators Summit, and the Artist Creative Practice Grant (ACPG) program.

This role manages competitive grant and fellowship processes, juried review systems, artist and curator support services, convenings, exhibitions, publications, and cross departmental coordination while ensuring program integrity, regulatory compliance, and excellence in delivery.

The position serves as a primary liaison between artists, curators, panelists, venue partners, funders, and internal South Arts departments, and plays a key role in shaping artist and curator focused strategies across the nine state South Arts region.

Company Requirements

- Support the overall vision, mission, and values of the organization.
- Support and assist with successful progress toward achieving the strategic plan.
- Participate in implementing the Diversity, Equity, Inclusion and Accessibility (DEIA) plan and initiatives of the organization.
- Aid internal and external customers, board members, grant applicants and grantees, funders, and those seeking information about South Arts and its programs in a professional and timely manner.
- Other duties as assigned or required for successful implementation of South Arts strategic plan.
- Acceptance of job responsibility modifications as needed for alignment with any funding, program, or strategic plan modifications.
- Undertakes additional organizational activities and assignments, as required.

Responsibilities

Program Administration & Strategy

- Administer multicycle competitive artist and curator programs, including fellowships, unrestricted awards, professional development grants, touring exhibitions, convenings, and publications.
- Oversee program guidelines across artistic disciplines and program types while ensuring clarity, consistency, and accessibility.

- Manage annual program timelines, application cycles, rolling deadlines (as applicable), and required deliverables.
- Ensure alignment of program goals with South Arts' mission, strategic priorities, and funder requirements.
- Track program outcomes, participation metrics, evaluation data, and reporting requirements.

Grant, Fellowship & Federal Funds Management

- Manage application and award processes through Salesforce or equivalent grants management systems.
- Coordinate eligibility review, residency verification, and compliance checks for all funded programs.
- Administer programs supported by federal funds, ensuring full compliance with applicable federal regulations, reporting requirements, and internal controls.
- Monitor allowable and unallowable costs, documentation standards, and expenditure timelines for federally funded awards.
- Prepare and maintain accurate records for audits, site visits, interim and final federal reports, and organizational compliance reviews.

Panelist, Juror & Curator Coordination

- Recruit, contract, and onboard national and regional panelists, jurors, and consultants.
- Coordinate multitier jury review processes for fellowships, prizes, and grants.
- Plan and facilitate panel orientations, review sessions, and deliberations (virtual and in person).
- Manage panel schedules, documentation, honoraria processing, and confidentiality protocols.
- Compile, archive, and maintain jury recommendations, final selections, and internal documentation.

Artist & Curator Support and Engagement

- Serve as the primary point of contact for awarded artists and participating curators from notification through final reporting.
- Collect, review, and organize materials including bios, statements, work samples, images, curatorial proposals, and required documentation.
- Provide technical assistance and guidance to applicants, awardees, and program participants.
- Support artists and curators in meeting award requirements, deadlines, and reporting obligations.
- Prepare participants for public engagement opportunities including awards ceremonies, exhibitions, convenings, and professional presentations.

Exhibition, Convening & Publication Management

- Coordinate the Southern Prize Touring Exhibition, working closely with contracted curators, artists, venue partners, and South Arts staff.
- Oversee exhibition schedules, artwork checklists, contracts, asset delivery, and catalogue development.
- Manage the planning and execution of the Southern Curators Summit, including participant coordination, program logistics, scheduling, materials development, and postevent documentation.

- Support production of exhibition catalogues, convening materials, and literary publications, including artist and curator content collection and editorial coordination.
- Serve as liaison between South Arts, curators, designers, publishers, consultants, and host venues.

Financial & Contract Management

- Manage program budgets, award disbursements, panelist honoraria, convening costs, and contractor payments.
- Review invoices, receipts, budgets, and documentation for compliance with program guidelines and funder requirements.
- Coordinate contracts and agreements for curators, consultants, panelists, vendors, and partners.
- Monitor grant payments, fellowship payouts, convening expenses, and final reporting compliance.
- Ensure adherence to internal financial policies, federal funding regulations, and external funder guidelines.

Communication & Public Information

- Collaborate with communications staff on program announcements, application launches, convenings, award notifications, publications, and promotional materials.
- Draft and review program related web content, guidelines, and public communications.
- Participate in informational webinars, outreach efforts, technical assistance sessions, and stakeholder briefings.
- Maintain accurate, well-organized program documentation and archives.

General Responsibilities

- Implement Diversity, Equity, Inclusion and Accessibility (DEIA) into programmatic activities and initiatives.
- Provide timely, accurate, and professional assistance to program applicants and grantees, funders, and those seeking information about programs; develop FAQ and/or other proactive informational services about program.
- Follow internal accounting procedures to generate payments associated with invoices, letters of agreement, memos of understanding, and contracts.
- Complete related program and organizational tracking, correspondence, and/or follow-up for all assigned projects.
- Utilize Salesforce Grants Management System (GMS) & Customer Relationship Management (CRM) to capture program related data and information
- Create, read, analyze, retrieve, and maintain organization of program files and documents within Salesforce GMS & CRM, and another program specific database.
- Submit complete, accurate and timely financial and programming reports to supervisor, the finance department, and the funder, as required.
- Inform the development and completion of annual calendars.
- Develop and implement an annual workplan that aligns with strategic goals and includes program objectives, DEIA goals and objectives, indicators of success, evaluation/assessment measures, metrics, timelines, and anticipated overall program outcomes and impacts.

- Report on program(s) using metrics that demonstrate the success criterion of the program(s) purpose, goals, objectives, and funder expectations; reports are to be provided as requested.
- Work with supervisor to develop program budget(s); work with finance department to monitor program budget(s), income/expenditures, reconciliations, program encumbrances, budget reporting.
- Recommend program budget alternatives to supervisor in the event of dynamics that affect program budget income/expenses by more than 10%.
- Proactively communicate with supervisor and finance department regarding budget questions, issues, or challenges; complete and/or inform the completion of program budget documents by established deadlines.
- Engage in at least one program monitoring activity each quarter (site visit, virtual check-in, telephone call, etc.) to ensure successful stewardship of grant funds toward the program purpose.
- Undertakes additional program activities and assignments, as required.
- Represent the organization at meetings and conferences; present at meetings and conferences, as needed.
- Serve as a leader of people and developer of innovation within the program area.
- Lead, supervise, and evaluate staff, volunteer, or intern, as applicable.
- Potential travel up to 15% of the time.

General Skills

- Meeting facilitation and presentation.
- Excellent written and oral communication; editing work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Logic, reasoning, analyzing, evaluating, and conceptualizing; strong judgment and decision making with the ability to evaluate the best method of research and exercise appropriate judgment in establishing priorities and resolving complex matters; considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Researching and investigating information to identify best practices, problem framing, innovations, solutions or conclusions to inform decision making.
- Interpersonal relationships: able to develop and maintain cooperative and professional relationships with employees at all levels of the organization to include representatives from other departments and organizations; possessing professional maturity.
- Able to employ economic and accounting principles and practices in the analysis and reporting of data as needed.
- Software and database utilization for administration functions such as scheduling, project management, budget management, grants and constituent management and administration, word-processing such as MS Office package, file and data sharing collaboration such as SharePoint or MS Teams.

Education & Experience

- Bachelor's degree required in Visual Arts, Fine Arts, Art History, Arts Administration, Curatorial Studies, or a related field.
- 3–5 years of relevant professional experience in visual arts programming, arts administration, curatorial practice, or a related cultural or nonprofit environment.
- Demonstrated experience supporting or managing artist-focused initiatives, including visual arts prizes, exhibitions, fellowships, grants, residencies, or professional development programs.
- Experience contributing to the planning and delivery of exhibitions or public-facing visual arts programs, working collaboratively with artists, curators, jurors, and external partners.
- Background working directly with artists and supporting career or professional development activities, such as workshops, convenings, panels, or mentorship programs.
- Strong project management and organizational skills, with experience coordinating timelines, budgets, contracts, and multiple stakeholders.
- Familiarity with peer review or selection processes, including working with advisory committees or panels, is preferred.
- Demonstrated commitment to equitable, inclusive, and artist-centered practices, with experience engaging artists from diverse backgrounds and disciplines.

Physical Requirements

- Ability to work remotely and coordinate virtual meetings.
- Occasional travel to exhibitions, convenings, award ceremonies, or partner sites.
- Evening or weekend availability during peak program periods.
- This position may require occasional on-site work related to the handling, unpacking, installation, and deinstallation of visual artwork for exhibitions and related programs. Responsibilities may include lifting and moving artwork and materials (with assistance as needed), standing for extended periods during installations, and working in gallery, storage, or event spaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Sedentary work involving sitting most of the time however, able to - exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading. Operation of office equipment such as copiers and shredders.
- Use of fingers - Picking, pinching, typing or otherwise working, primarily with fingers.

Why South Arts?

At South Arts, we believe in building a more equitable future through creativity, collaboration, and impact. You'll be part of a mission-driven team that values transparency, innovation, and community. We foster a supportive and inclusive culture where your work directly contributes to our growth and success. This is a Hybrid work environment. The current requirement is 3 days per month onsite at the Atlanta office. The number of in-office days may be adjusted based on organizational needs.

We offer a competitive total compensation package designed to support the well-being and growth of our team. The salary range for this position is \$75,000 to \$80,000 based on experience.

Our benefits package includes:

- Health, dental, and vision insurance
- Flexible spending account (FSA)
- Generous vacation, sick, and holiday leave
- 403(b) retirement plan with employer contribution
- Short- and long-term disability coverage
- Life insurance

How to Apply

Email your resume and cover letter highlighting your relevant experience and interest in amplifying our mission and elevating our brand to HR@southarts.org. Applications will be reviewed on a rolling basis until the position is filled.

For more information about South Arts, please visit our website at www.southarts.org.

Accommodations

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

REVISED 06/6/2024