



TITLE: ASSISTANT DIRECTOR, PROGRAMS

LOCATION: Hybrid - Corporate Office, Atlanta Georgia/Remote

REPORTS TO: Director, Presenting and Touring/Director, Arts Engagement

SALARY: \$50,000 (negotiable based on skills and previous experience)

SOUTH ARTS:

Headquartered in Atlanta, Georgia, South Arts is a nonprofit regional arts organization empowering artists, organizations, and communities, and increasing access to arts and culture.

In partnership with the National Endowment for the Arts and the State Arts Agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee — with additional funding from other public and private donors such as the Doris Duke Charitable Foundation, the Ford Foundation, and The Andrew W. Mellon Foundation — South Arts supports artists and organizations through a rich and responsive portfolio of grants, fellowships, and programs.

As an organization, we believe that art elevates the region in which we live, that it increases connectedness between community members, and that it can serve as a catalyst for meaningful change.

BENEFITS:

We offer a generous benefits plan consisting of Medical, Dental, Vision, Short Term Disability, Long Term Disability, Life Insurance, 403(b) Investment Plan, Paid Vacation and Sick Leave, Holidays and Incentive Bonuses.

WHAT YOU WILL DO:

- Support the development, implementation, and administration of a portfolio of programs focused on presenting, touring, and initiatives focused on organizations and artists in a variety of artistic disciplines (including visual arts, performing arts, media/film, and literary arts)
- Provide technical assistance for incoming applicant queries.
- Develop and maintain program FAQ and communication templates, website updates, and online seminar production.
- Maintain field knowledge and provide guidance for program needs.
- Process incoming applications through internal review and online portal reporting maintenance and tracking.
- Prepare applications and panelists/reviewers for adjudication processes.



- Assist with panel process and adjudication elements to include revision of documents, collecting data, recruiting panelists, coordinating, proofreading and other non-technical support.
- Notify applicants and grantees of their application and grant status; process award agreements, grant payments and final reports through telecommunications, correspondence and/or online grants management portal.
- Manage online or in-person meeting planning and production to include scheduling in-person and virtual meetings, researching rental of meeting sites, managing travel and hotel reservations, catering, and overall logistics.
- Coordinating and producing meeting materials, presentations, and communications.
- Conduct site-visits for grant-funded programs as assigned and necessary; represent South Arts in local, regional, and national conversations and forums related to programs areas; provide leadership and staffing for field networks and related grants.
- Input and update data in all grants management platforms and run reports as requested, utilizing the Grants Management System and other Constituent Relationship Management systems.
- Support Director with most efficient strategies for all phases of project management including project design, planning, implementation, and reporting.
- Conduct and analyze field research and evaluations/surveys.
- Support and update resource databases.
- Provide information to Communications team for coordination or development of program website and other communication needs.
- Follow internal accounting procedures to generate necessary payment requests of grantees, contractors, panelists, or vendors.
- Complete related program and organizational tracking, correspondence, or follow-up for all assigned projects.
- Create, read, analyze, file, retrieve and maintain organization of program documents.
- Travel up to 10%

WHAT YOU OFFER:

- At least 3 years of managing projects and/or programs, in the arts, or other related fields.
- 3 years of Office Administration experience with comprehensive knowledge of office procedures and systems.
- Knowledge of business and management principles involved in planning.
- Grants management experience with allocating resources, budget management and coordinating partners and staff.
- Thorough knowledge of principles and processes for providing excellent internal and external customer service.

S O U A R T S H

- Experience with the following technologies (Office equipment, computer hardware and software, report building, data collection, and presentations).
- Excellent written and verbal communication skills with the ability to understand complex ideas and write proposals effectively so others will understand.
- Ability to handle all interactions with poise, tact, diplomacy and in a confidential manner.
- Critical thinker who uses logic and reasoning to understand, analyze, and evaluate complex situations.
- Ability to research information and identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the training needs.
- Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Possesses sense of design and print layout for balanced composition and format/font consistency.
- 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; possesses professional maturity.
- 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.
- Ability to perform arithmetic, algebraic, and statistical applications.
- Able to employ economic and accounting principles and practices in the analysis and reporting of data.
- Establishes and implements effective administrative and management programs and procedures.
- Ability to plan and organize daily work routine by establishing priorities for the completion of work in accordance with sound time-management.
- Maintains a calendar for meetings, deadlines, and events.

PREFERRED TALENTS:

- Foundation Arts Operations - General knowledge of foundation arts grantmaking sector and related state, federal and local arts agencies, and organizations.
- Non-profit Arts Operations— General knowledge of non-profit arts sector and related familiarity with arts presenting organizations and practices.

EDUCATION:

Bachelor's Degree Preferred

Specialized in any of the following:

Fine Arts, Liberal Arts, Arts Management/Administration, Public Administration, Communication, Public Relations, Nonprofit Administration



To apply for this position, please submit cover letter, current resume, and salary requirements to Attn: Human Resources, hrrecruiting@southarts.org

South Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. South Arts is also committed to compliance with all fair employment practices regarding citizenship and immigration status.