**Position:** Assistant Director, Jazz

**FLSA Classification:** Regular Full-Time Exempt

**Reports To:** Director, Jazz

**Purpose:**

Reporting directly to the Program Director, the Assistant Director is responsible for supporting the implementation of the South Arts program, Jazz Road, and other jazz programming including but not limited to grants and systems management and convening programs.

**Responsibilities:**

**Jazz Road Program**

The position will support the development and implementation of a national initiative that awards grants to individual jazz artists for competitive touring and residency project applications. Program elements include connecting jazz artists with traditional and alternative presenters throughout the US for tour and residency planning; supporting a partnership between the six US Regional Arts Organizations; collecting data on jazz artists and programming in the South; and building ongoing national program awareness and technical assistance support to the field.

**Jazz Road Tours and Creative Residencies Grants Programs**

- Maintain comprehensive knowledge of two national grants programs in order to complete assignments to include:
  - Provide technical assistance for incoming applicant queries;
  - Develop and maintain program FAQ and communication templates, website updates and webinar production;
  - Process incoming applications through internal review and online portal reporting maintenance and tracking;
  - Prepare applications and reviewers for adjudication processes;
  - Track all adjudication elements, including panel recommendations and reports processing;
• Notify applicants and grantees of their application and grant status, award agreements, 
grant payments and final report processes through telecommunications, correspondence 
and/or online grants management portal;
• Manage all online or in-person meeting planning and production to include:
  o Scheduling online appointments and virtual meetings;
  o Researching and contracting rental of meeting site(s);
  o Managing travel and hotel reservations, catering, and overall logistics;
  o Coordinating and producing meeting materials and communications.
• Develop, maintain, and update all grants management platforms and run reports as 
requested, especially through the GO Smart platform and other CRM developments;
• Support Director with most efficient strategies for all phases of project management 
including project plan and design; report presentation; and timeline and budget 
development and maintenance;
• Conduct and analyze jazz field research and surveys;
• Support and update jazz resource databases and run reports as requested;
• Support Communications team for coordination or development of program website and 
press copy.

General

• Follow internal accounting procedures to generate necessary payment requests of 
  advisor honoraria, consultant retainers and fees, and grant amount percentages;
• 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;
• Support additional assignments by other senior management.

Required Knowledge

• Office Administration and Management - Thorough knowledge of business and 
  management principles involved in planning, resource allocation, and coordination of 
  people and resources; Comprehensive knowledge of administrative office procedures 
  and systems;
• Customer Service - Thorough knowledge of principles and processes for providing 
  excellent internal and external customer service;
• Technology - Knowledge of office electronic equipment, and computer hardware and 
  software. Knowledge of report building, strategies for data collection, and presentation.

Preferred Knowledge

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

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the training needs identified; Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Written Communication — 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
- Written Presentation – Possesses sense of design and print layout for balanced composition and format/font consistency as necessary
- Interpersonal Relationships — Develops and maintains cooperative and professional relationships with employees at all levels of the organization to include representatives from other departments and organizations
- Judgment and Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters; Considers the relative costs and benefits of potential actions to choose the most appropriate one

Required Abilities

- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle all interactions and issues with poise, tact and diplomacy and in a confidential manner
- Coordination of Work — Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events
- Accounting/Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of data

Requirements

- A bachelor's degree preferably in the liberal arts and/or a field such as arts management, public relations or communications;
- A minimum of 5 years’ experience in arts administration or other pertinent areas and 5 years’ experience managing projects and/or programs; some experience with non-profit grants management, working with touring artists, and events planning strongly preferred;
- Excellent writing and oral communication skills;
• Basic knowledge of MS Office, with advanced knowledge of:
  o Outlook – scheduling meetings, managing calendars, use of rooms and other
    advanced functions; also managing, importing and exporting contacts; task
    management
  o Word – document formatting, review options/tracking, mail merge, layout options
  o Excel – spreadsheet creation; column and row formatting; data sorting; page
    formatting, including borders, gridlines, and use of headers and footers
  o SharePoint – file and data sharing collaboration
• Basic knowledge of online systems such as:
  o CRM – constituent relationship management systems; some Salesforce
    experience helpful
  o GMS – grants management systems; some Salesforce or GO Smart experience
    helpful
  o Event/program registration systems
• Basic knowledge of creating marketing/promotional level documents for internal or public-
  facing use.

Other Requirements:
• Potential travel up to 10% of the time;
• The position will be based at the South Arts’ office in Atlanta, Georgia

Physical Requirements:
• Sedentary work: Exerting 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. Sedentary work involves sitting most of the time;
• The worker is required to have close visual acuity to perform an activity such as: preparing
  and analyzing data and figures; transcribing; viewing a computer terminal; extensive
  reading; visual inspection involving small defects, small parts, and/or operation of
  machines (including inspection); using measurement devices; and/or assembly or
  fabrication of parts at distances close to the eyes;
• Use of fingers: Picking, pinching, typing or otherwise working, primarily with fingers rather
  than with whole hand or arm as in handling.

Salary and Benefits:
Salary Base – $47,500.00 (negotiable based on knowledge, skills and experience)
Benefits – South Arts offers an excellent benefits package that includes health, dental, and life
insurance; long-term and short-term disability; vacation; paid holidays; and a 403(b) plan with
company match.

Application Submission: Deadline: Open until filled

Email resume and cover letter to:
Attn: Human Resources
E-mail to: hr@southarts.org
South Arts’ mission is Advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South’s unique heritage and enhance the public value of the arts. South Arts’ work responds to the arts environment and cultural trends with regional perspective. South Arts’ offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses and individuals.

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

**Equity Statement:**
South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.

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