



Position: Assistant Director, Jazz

FLSA Classification: Full Time - Exempt

Reports to: Director, Jazz

Purpose: The Assistant Director of Jazz is responsible for supporting the implementation of the South Arts initiative, **Jazz Road** and other Jazz programming including but not limited to grants, systems management, convening programs, and fieldwork coordination.

Position Overview: The Assistant Director primarily assists with the development and implementation of the **Jazz Road** initiative. The position provides support for Jazz Road's two main initiatives: Jazz Road Tours (JRT) and Jazz Road Creative Residencies (JRCR).

Responsibilities include but not limited to:

- Assist with contracts, letters of agreement, memos of understanding, and other similar documents.
- Assist with development and tracking of applications and surveys.
- Organize and review grant applications, final and interim reports, and support materials.
- Provide technical assistance to grant applicants and recipients, and those seeking information about the traditional arts.
- Notes from meetings with funders, partners, and artists.
- Review and recommend fieldwork photos/videos/soundbites for South Arts social media/website.
- Assist in drafting programming information for South Arts website and communications.
- Organize, review and record partner final reports and support materials.
- Organize and ensure proper labeling of fieldwork materials for Jazz Road organization.
- Assist with evaluation of all program components including participant interviews.
- Attend South Arts meetings and convenings, as required.
- Present at conferences and other events and serve on panels online and in-person representing South Arts, as appropriate.
- Respond to technical assistance via email, telephone, or text.
- 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.
- Maintain traditional arts contact information in Salesforce.
- Create, read, analyze, file, retrieve, and maintain organization of program files, and fieldwork documentation.

Required Knowledge

- Office Administration and Management – Though 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 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

Requirements

- A bachelor's degree is preferred.
- A minimum of 3 years' experience in arts administration or other pertinent areas and 3 years' experience managing projects and/or programs; experience with non-profit grants management, collaborating with touring artists, and events planning strongly preferred.
- Excellent writing and oral communication skills.

- Basic knowledge of MS Office, with advanced knowledge of:
 - Outlook – scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing, and exporting contacts; task management
 - Word – document formatting, review options/tracking, mail merge, layout options
 - Excel – spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers
 - SharePoint – file and data sharing collaboration
- Basic knowledge of online systems such as:
 - CRM – constituent relationship management systems; Salesforce experience helpful
 - GMS – grants management systems; Salesforce or GO Smart experience helpful
 - 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
- This position is supported through the Jazz Road program that is currently funded through December 2026, with potential for continued funding.

Physical Requirements:

- Sedentary work: Exerting up to ten (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 - \$50,000.00 (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.
- The position is based out of our Atlanta, Georgia office. Our current hybrid model is primarily teleworking with a designated amount of time each month spent in the Atlanta office.

Email resume and cover letter to:

Attn: Human Resources

E-mail to : hr@southarts.org

Application Submission: Deadline: Open until filled

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate based on 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.

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

Revised 1/20/2023