



**Position:** Arts Director

**FLSA Classification:** Full Time - Exempt

**Reports To:** Vice President of Programs

South Arts is hiring for two Arts Director level positions:

Director, Arts Engagement (individual artists, visual arts, and literary arts)

Director, Organization and Community Initiatives (arts readiness, field building and learning, placemaking, and diversity, equity, inclusion, and accessibility).

Applicants must specify the position for which they are applying. An applicant may submit for only one position.

**Purpose:**

The Arts Director leads the design, implementation, and coordination of all aspects of a program (or a diverse portfolio of programs), including activities such as planning, organizing, staffing, and managing program activities to achieve strategic plan goals.

**Position Overview**

The Arts Director positions we seek to fill will initially direct a portfolio of programs related to Arts Engagement (individual artists, visual arts, and literary arts) or Organizations and Community Initiatives (arts readiness, field building and learning, placemaking, and diversity, equity, inclusion, and accessibility).

The Arts Director serves as a critical member of the programs department, supporting, protecting, and promoting the arts in communities. Responsibilities of the Arts Director include budgeting, financial tracking, and grant compliancy in all areas of program implementation, contracting, or sub-granting of funds to third party organizations or individuals. The Arts Director may work in coordination with other staff, external advisory committees, industry consultants or third-party vendors to achieve the overall goals of the assigned program areas. The Arts Director may directly supervise others if the program(s) volume warrants additional staff. The position responsibilities will eventually expand to include designing and implementing new grant programs and administering services and resources to the field.

Key components of the position include a high level of cultural diplomacy, sound program management and the ability to advance multiple program priorities.

It is essential for the Arts Director to maintain positive working relationships with important stakeholders such as artists, arts organizations, arts leaders, community groups, support organizations, and other organizations.

This individual will represent South Arts before various local, regional, and national groups to ensure connections with the regions diverse organizational and community arts ecosystem.

The successful Arts Director will have:

- solid and demonstrable arts program management experience
- strong leadership and interpersonal skills
- ability to create and sustain collaborative working relationships with a multitude of internal and external partners.

**Responsibilities:**

- Direct existing programs related to Arts Engagement (individual artists, visual arts, and literary arts) or Organizations and Community Initiatives
- Think creatively and entrepreneurially in recommending or designing new grants programs, services, and resources for arts organizations and communities
- Lead the grants administration cycle – application, adjudication, and grant award
- Produce program reports
- Lead or facilitate group processes
- Manage the program budget and related reporting
- Represent the organization publicly among arts organizations, arts leaders, partner organizations, peers and funders
- Produce, update and implement an annual work plan with goals and objectives
- Recruit and develop agreements with consultants and contractors to carry out program activities
- Work collaboratively with staff in all departments
- Ensure accessibility and equity throughout all aspects of work
- Serve as a liaison, providing technical assistance and consultative services to a range of constituencies

**Experience:**

- Experience managing a team or supervising staff.
- Strong organizational skills and experience administering multiple projects.
- Excellent communication skills: ability to interpret and analyze narrative, budget, and statistical information and convey such information effectively, using written, graphic, and oral communication.
- Experience with work that involves attaining vision, mission, values, goals and objectives.
- Experience working in diverse capacities with people who represent a broad spectrum of socio-cultural and socio-economic positions.
- Experience facilitating group processes, i.e. panels, community meetings, learning experiences (in person or virtual).
- Experience in program design, implementation, assessment and evaluation.
- Experience conducting needs analysis/assessments, long-range planning, and strategic planning.
- Experience working in grant allocation programs and explaining complex processes to various stakeholders.

**Knowledge:**

- Knowledge and experience reflecting a broad background in the arts with significant experience in arts programming, arts planning, program development, project management, implementation, evaluation/assessment, and grant application processes.
- Knowledge of cultural policy, current trends in the arts in general, and trends affecting the arts.
- Knowledge of needs, makeup, and dynamics of arts readiness, field building/learning, placemaking, and diversity, equity, inclusion, and accessibility
- Knowledge of recent research and literature related to arts readiness, field building/learning, placemaking, and diversity, equity, inclusion, and accessibility

**Abilities**

- Ability to manage self and time, directing multiple tasks and timelines simultaneously in order to meet project objectives and deadlines.

- Ability to think critically and decisively in a variety of situations, circumstances, and contexts.
- Ability to make data-driven decisions and use data to communicate programmatic success.
- Ability to develop partnerships, nurture collaborations and work amid a variety of authorizing contexts - federal government, state government, and foundations.
- Ability to establish and maintain positive relationships and communicate in a professional manner with executives, staff, board, funders, governmental officials, and the public.
- Ability to work with multiple levels of constituents simultaneously, including local, state, regional, and national.
- Ability to take initiative and consistently meet deadlines.
- Ability to demonstrate professional maturity, excellent judgment, self-control, and discretion

### **Requirements**

- A bachelor's degree preferably in a field of study in the arts, arts administration, nonprofit administration, public administration, or business administration.
- Five or more years of experience in the arts with significant experience in programming related to arts organizations, arts readiness, field building/learning, placemaking, and diversity, equity, inclusion, and accessibility and/or arts-based community initiatives.
- Excellent written 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.
  - Microsoft Teams - file and data sharing collection.
- Basic knowledge of online systems including:
  - CRM - constituent relationship management systems; some Salesforce experience beneficial.
  - Basic knowledge of creating marketing/promotional level documents for internal and/or public use.

### **Other Requirements:**

- Occasional travel up to 5% 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 – \$65,000 annually. Negotiable depending on education 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](mailto: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](http://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.