



Position: Director, Jazz

FLSA Classification: Full Time – Exempt or Contract/Contractor Opportunity

Reports To: Vice President of Programs

Purpose:

The Director, Jazz, 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 Director, Jazz, will implement a second iteration of a national program that is led by South Arts in partnership with the five other Regional Arts Organizations.

The program is a four year, grant funded position.

The Director, Jazz will be responsible for jazz field building through grant programs and services supporting artists professional development, jazz touring, and a wide range of creative activities such as engaging the community, composing work, and performing work in existing and new/alternative-spaces (especially in rural areas).

Jazz, a musical tradition rooted in the African American experience, is by nature a communal music based upon the relationship between artists and their community. This program seeks to honor and perpetuate this tradition by bolstering connections between contemporary jazz musicians and communities across the nation.

The successful Director, Jazz, will have:

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

Responsibilities:

- Design and implement the work plan for the program and provide leadership for this national initiative.
- Work closely and cooperatively with the five fellow Regional Arts Organizations to collectively carry out, assess, and evaluate the program.
- Coordinate and attend convenings in each region, which will serve to provide input for the program’s ongoing implementation and refinement.
- Cultivate and manage relationships with external partners including leaders in the field of jazz presenting and touring (presenters, artists and managers/agents), music service organizations and jazz networks.
- Work with internal and external colleagues to build the infrastructure for the program, including asset mapping, professional development, web and social media presence, communications strategy and grant guidelines.

- Create a regional approach with the five fellow Regional Arts Organizations for providing technical assistance to prospective program participants, both presenters and artists.
- Manage the grants process for marketing assistance and touring subsidies programs.
- Oversee the assessment and evaluation of the program, as well as disseminating lessons learned to benefit the broader jazz community.
- Direct the grants administration cycle – application, adjudication, and grant award
- Detail program outcomes and impacts and produce reports for a variety of purposes
- Manage the program budget and related reporting
- Recruit and develop agreements with consultants and contractors to carry out program activities
- Ensure accessibility and equity throughout all aspects of work
- Serve as a liaison, providing program related technical assistance and consultative services to potential applicants, grantees, and others

Experience:

- Broad background in jazz with significant experience in contemporary jazz presenting and touring in the US, jazz programming, and work with jazz artists.
- Established network and recognition in the jazz and/or presenting/touring field are particularly sought.
- Five or more years of experience in arts management, incorporating jazz expertise and presenting/touring experience or knowledge.
- Supervisory experience is a plus.

Knowledge:

- Current state of contemporary jazz in the U.S. and the existing support organizations and systems.
- Jazz field at-large, contemporary jazz presenting and touring in the US, jazz programming, working conditions of jazz artists at various career stages.
- Research, literature, and data related to jazz, jazz artists, jazz field building/learning, and jazz eco-system, and diversity, equity, inclusion, and accessibility in jazz.

Abilities:

- Design, implement and manage a competitive grant administration process – guidelines, application, adjudication, award, and final reporting.
- Work independently as well as part of a team.
- Manage self and time, directing multiple tasks and timelines simultaneously in order to meet objectives and deadlines.
- Think critically, strategically, and decisively in a variety of situations, circumstances, and contexts.
- Make data-driven decisions and use data to communicate programmatic success.
- Develop partnerships, nurture collaborations and work amid a variety of authorizing contexts - federal government, state government, and foundations.
- Establish and maintain positive relationships and communicate in a professional manner with executives, staff, board, funders, governmental officials, and the public.
- Work with multiple levels of constituents simultaneously, including local, state, regional, and national.
- Take initiative and consistently meet deadlines.
- Demonstrate 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 significant expertise in the field of jazz related to contemporary jazz musicians, presenting, producing, touring and artists' community engagement.
- 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:

Regular travel will be required.

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. *Please indicate in the cover letter if interested in the contract/contractor option and include preferred hourly rate for work.*

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. *Contract/Contractor will not be eligible for benefits.*

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.