



Position: Assistant Program Director

FLSA Classification: Regular Full-Time Exempt

Reports To: Director, Presenting & Touring

Purpose:

Reporting directly to the Director, Presenting & Touring and working cooperatively with the Director, Organization & Community Initiatives, the Assistant Director is responsible for supporting the implementation of several South Arts grant programs and related convenings, as well as taking ownership of leading and administering programs under the guidance of the Director.

Responsibilities:

The position will support the development, implementation, and administration of a portfolio of programs focused on presenting, touring, and initiatives focused on organizations and communities.

- Maintain comprehensive knowledge of several grant programs to complete assignments to include:
 - 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.
- 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 site(s).
 - 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.

General

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.
- Support additional assignments by other executive staff as needed.

Required Knowledge

- Office Administration and Management - Thorough knowledge of business and management principles involved in planning, resource allocation, coordination of people and resources, and 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 arts 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.
 - 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; possesses professional maturity.
- 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 fine arts, liberal arts and/or a field such as arts management/administration, public administration, nonprofit administration, communications, or public relations.
- A minimum of 3 years' experience managing projects and/or programs in the arts or other related field, experience with non-profit grants management.
- Experience working in arts programs related to one or all of the following: touring and presenting, organization and community initiatives, and touring artists.
- Potential travel up to 10% of the time.
- 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; some Salesforce experience helpful.
 - GMS – grants management systems; some Salesforce experience helpful
 - Event/program registration systems.
- Basic knowledge of creating marketing/promotional level documents for internal or public-facing use.

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 – \$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 the South Arts office in Atlanta, Georgia. 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

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 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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