Program Assistant
(Part-time, 20 hours per week)

Title:                  Program Assistant, Traditional Arts
Classification:       Regular Part-Time (20 hours per week) – Non-Exempt

Description:           Job Summary:
Reporting directly to the Senior Program Director, the Program Assistant is responsible for assisting in implementing the South Arts program, ‘In These Mountains: Central Appalachian Folk Arts & Culture’; and other Traditional Arts programming including, but not limited to grants and convening programs.

Duties and Responsibilities:
This is a new position within the organization, funded for 3 years.
This position will support the creation and implementation of an Appalachia-focused program. Program elements include recognizing master artists, connecting them with apprentices, and supporting arts education in traditional arts through after-school programs. The position’s responsibilities include communications, data management, grants management, travel planning, research and customer service.

Qualifications:         Education:
Bachelor’s Degree and/or Appalachian or Southern studies preferred.

Experience:
Minimum of one year’s experience required in program area; including experience or demonstrated interest in the arts and/or arts administration. Knowledge of Appalachian or Southern Studies, traditional culture, or folklife preferred.

Skills:
• Excellent verbal and written communication skills
• Strong organizational skills and the ability to work independently as well as in a team environment
• Ability to establish priorities and manage numerous assignments simultaneously
• Knowledge of Microsoft Office (particularly Outlook, Word, and Excel)
• Experience conducting internet-based research
• Social media experience including, but not limited to Facebook, Instagram and Twitter
• Zoom (video conferencing), and Sales Force/CSM database experience a plus
Other Requirements:

Ability to carry out detailed and complex instructions; ability to interact with coworkers and public by telephone, via e-mail, and in person; ability to perform a variety of duties and to prioritize tasks to meet organizational needs; ability to clearly and concisely exchange ideas, facts and/or technical information and guidance in person, by telephone, email, fax or correspondence. Essential requirements for successful communications include speaking, writing and reading comprehension. Limited travel may be required.

Salary: Salary range: $16,500-$17,500 (based on 20 hours per week)

Application Deadline: Position open until filled:

Email resume, cover letter and three references to:
Attn: Human Resources
E-mail to: mbosarge@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

South Arts is an Equal Opportunity Employer.