Title:  Program Director – Jazz

Classification:  Regular Full-Time (37.5 hours per week) – Exempt
Or Contract/Contractor Opportunity Available

Description:  Job Summary:
Reporting directly to the Deputy Director, the Program Director will be responsible for planning and implementing a new, national program to bolster connections between contemporary jazz musicians and communities across the nation. This initiative, led by South Arts in partnership with the five other Regional Arts Organizations, will support professional development and technical assistance to early- and mid-career jazz artists, touring/residency support for jazz artists to work with existing and new/alternative-space jazz presenters (especially in rural areas), and the creation of online resources to assist both presenters and artists in expanding jazz touring across the U.S.

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.

Duties and Responsibilities:
This is a new program and position, funded for four years.

The Program Director will:
Design and implement the work plan for the program, and provide leadership for this national initiative.
Work with our five fellow Regional Arts Organizations to collectively carry out the program.
Attend six regional convenings, which will serve to provide input for the program’s design and implementation.
Coordinate the convening in the Souths Arts region.
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, web and social media presence, communications strategy and grant guidelines.
Provide technical assistance to prospective program participants, both presenters and artists.
Manage the grants process for marketing assistance and touring subsidies programs.
Oversee the evaluation of the program, and the dissemination of lessons learned to benefit the broader jazz community.
Qualifications:  

Education:  
Bachelor’s degree or education/experience equivalency in a relevant field.

Experience:  
- Minimum of five years of experience in arts management, incorporating jazz expertise and presenting/touring experience or knowledge.
- Candidates with an established network and recognition in the jazz and/or presenting/touring field are particularly sought.
- Supervisory experience is a plus.

Skills:  
- Demonstrated project management skills to successfully carry out a large-scale, multi-year program.
- Ability to design and implement competitive grants processes.
- Managing/facilitating teams of diverse individuals and interests.
- Verbal and written communications, and demonstrated ability to communicate at all levels.
- A capacity for initiative, self-direction and organization.
- Commitment to quality, accuracy and attention to detail.
- Strategic thinking and excellent judgment including when working with multiple learning and working styles; determining when collaboration is needed and when decisiveness is called for.
- Ability to work independently as well as part of a team.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, Acrobat and Outlook) required; experience with Salesforce and Google tools preferred.

Knowledge:  
- The current state of contemporary jazz presenting and touring in the U.S. and the existing support organizations and systems.
- The working conditions of contemporary jazz touring artists.
- Best practices in grants management.

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.
- Regular travel will be required.
The successful candidate may be located in South Arts’ home office in Atlanta, or may be located elsewhere and work remotely. This is a full-time or contract position, funded for four years. The position may be extended depending on the availability of funding.

Salary and Benefits:
Salary Range – Negotiable Based on Professional Experience
Benefits – For a full-time employee hire, South Arts offers an excellent benefits package that includes health, dental, and life insurance; long and short term disability; vacation; and 403(b) plan with company match.
For a contract/contractor hire, the employee benefits package is not included.

Application Deadline: Open Until Filled

Email resume, cover letter and three references to:
Attention: 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.