



MID-AMERICA ARTS ALLIANCE

## **Job Posting – Artist INC Program Specialist**

**Status: Non Exempt, Full Time**

**Supervises: NA**

### **Description**

In conjunction with the Artists Services team, the Artist INC Program Specialist oversees the implementation of a variety of Artist INC programs including: Artist INC Live seminars, What Works workshops, Artist INC Express workshops, and Artist INC Advance workshops in the Mid-America Arts Alliance six state region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas).

The ideal candidate is a practicing artist with a collaborative spirit who is highly organized, has great interpersonal and presentation skills, is adaptable and capable of prioritizing many tasks within a fluctuating schedule. This position requires great communication skills and the ability to manage several ongoing projects simultaneously.

### **Responsibilities**

- maintain program delivery timelines for each Artist INC program;
- deliver workshop content as required;
- organize seminar and workshop logistics (locally and regionally)
- create and manage Artist INC applications through application platform
- provide support for applicants and partner communities during the application process;
- administer the online panel process and facilitate in-person panel processes for new communities;
- oversee ordering workshop supplies, create and customize workshop materials for each community including: workbooks, resources, nametags, session outlines and PowerPoint presentations;
- oversee the collection of artist intake materials in partnership with community administrators.
- update content for Artist INC's webpages;
- maintain database of Artist INC Fellows;
- manage and deliver Artist INC Facilitator Regional Training workshops twice annually;
- collect and manage longitudinal data from Artist INC Fellows in collaboration with assessment consultant;
- enter all Artist INC programmatic activity in organizational database
- provide administrative assistance as needed for other Artists Services programs.
- Other duties as may be assigned

### **Working Conditions**

The working conditions include desk/computer work and requires frequent travel to cultivate relationships with regional partners for Artist INC programs, attend conferences and convenings relevant to the field of artist professional development and artist services. Should be flexible to adapt to changing priorities and additional projects with short term deadlines. Must be able to lift 50 lbs.

### **Performance Measures**

Performance will be assessed based on meeting the criteria listed under Responsibilities.

## **Qualifications**

The successful candidate will have a demonstrated mix of the following:

- A Bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary, as well as three years' experience in an administrative capacity.
- Excellent written and interpersonal communication skills. Ability to work independently and collaboratively to achieve identified outcomes.
- Advanced skills in Microsoft Office Suite and Adobe Creative Suite. Familiarity with WordPress; Salesforce, Dropbox, Submittable and e-mail marketing preferred.
- Relevant job experience in the field of professional development including experience as a trainer or workshop presenter.
- Experience with Artist INC programming, either as a Peer Facilitator, Artist INC Fellow or Artist INC regional administrator is preferred.
- Detail oriented.
- Must be able to work effectively within the nonprofit arts framework, with culturally diverse audiences and regional community arts service organizations, and with individual artists.
- Must be able to travel.

## **Application Process**

Salary and benefits are competitive and commensurate with experience.

To apply, send cover letter and resume by email to [hr@maaa.org](mailto:hr@maaa.org). No phone calls please.

Mid-America Arts Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.