

Position Announcement

Program Associate, International

Mid Atlantic Arts Foundation (MAAF) seeks a full-time Program Associate who will work to administer and support the international portfolio at Mid Atlantic Arts Foundation: USArtists International, the largest grantmaking program in the United States supporting performing artists at their engagements abroad and Performing Arts Global Exchange, a National Endowment for the Arts-supported program that brings international artists to the United States to perform at nonprofit presenting organizations nationwide with grant support.

USArtists International (USAI)

Offered in partnership with the National Endowment for the Arts since 2006, USAI is a nationwide grant program that supports professional performing arts ensembles and individual performing artists in their performances at international festivals and performing arts markets worldwide. The program aims to contribute to the sustainability of artists' careers and support engagements that may have a transformative impact on the artist.

Performing Arts Global Exchange (PAGE)

Launching in 2019, in partnership with the National Endowment for the Arts, PAGE is a nationwide grant program that curates performing artists from abroad and provides grants to nonprofit presenting venues in communities who have limited access to international artists.

Responsibilities

- Assist in maintaining program's online grant forms in coordination with Grants Officer, including scheduling, editing, and posting
- Plan and implement logistics for three panel meetings annually, including panel book creation, distribution, and other arrangements
- Assist in representing MAAF locally and nationally at conferences, meetings, performances, and other events as requested
- Research and identify prospective panelists, applicants, and agents
- Assist with outreach efforts to advance equity in programs
- Assist with MAAF special projects, initiatives, and other duties as assigned
- Assist in developing and maintaining program-specific content in coordination with MAAF communications staff including program web pages, online resources, press releases, print collateral, social media, and other program-specific communication strategies
- Coordinate grant notifications, agreements, and supplementary materials for program applicants and grantees
- Organize program informational webinars and other events including registration, program presentation, and communication to attendees
- Proof and edit internal and external communications, including guidelines and online grant forms
- Provide technical assistance, information, and other support to applicants, grant recipients, and other constituents
- Oversee data collection – including tracking, retrieval, and reporting – and interface with MAAF's online grant systems and database

- Assist with program documentation, evaluation, and information sharing, working with MAAF's Development staff to support reporting and case-making with donors and funders, and to connect program knowledge across MAAF and with field
- Coordinate and prepare documentation of panel (and other) meeting proceedings, including feedback for applicants and policy discussions

Qualifications

- Bachelor's degree with at least three years of related work experience, with knowledge of the national scope in performing arts
- Outstanding communication skills: verbal, written, and interpersonal
- Strong editorial skills with impeccable attention to detail and a commitment to accuracy
- Strong organizational and planning skills with ability to anticipate, initiate, and advance multiple priorities and projects concurrently
- Team player with enthusiasm for taking on tasks both large and small
- Solid experience with data entry and tracking
- Proficiency in Windows, Microsoft Office, Excel, Outlook
- Interest and ability for overnight travel
- Facility with web-based platform administration; experience with data cleaning and database maintenance
- Customer service experience and willingness to learn, be patient with users, be flexible, and problem solve;
- Ability to initiate projects, work independently, and set and meet deadlines
- Experience providing technical support or training

Preferred Qualifications

- Comfort with public speaking; teaching; or workshop facilitation a plus
- Experience in meeting and event planning
- Experience living or working abroad

Compensation

- Competitive salary commensurate with qualifications and experience
- Excellent benefits package

To Apply

Please send a cover letter and resume (in a single PDF or Word document, when possible) to hr@midatlanticarts.org.

Documents can also be mailed to:

Executive Assistant
Mid Atlantic Arts Foundation
201 N. Charles St., Suite 401
Baltimore, MD 21201

The Foundation will not respond to telephone inquiries concerning this position.

For priority consideration, submit application by August 23, 2019.

About Mid Atlantic Arts Foundation

With an annual budget of over \$4M, Mid Atlantic Arts Foundation is a 501(c)3 nonprofit organization and one of the six regional arts organizations in the United States. Founded in 1979 to serve a nine-state and jurisdictional region including Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, U.S. Virgin Islands, Virginia, and West Virginia, the organization has expanded over the last 40 years to serve artists and organizations regionally, nationally and internationally. MAAF invests in artists and arts organizations through grant making and knowledge sharing. Mid Atlantic Arts Foundation is located in downtown Baltimore, Maryland. For more information, please visit www.midatlanticarts.org.

MAAF is an equal opportunity employer. All applicants will be considered for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.