



Is jazz your thing? Are you a skilled administrator with visionary ideas about how the field of jazz could be supported through innovative grant programming? Then become our partner in serving artists and arts organizations. Together we'll develop new ways to celebrate the past, present and future of jazz. If you're ready to make an impact, join the team at Mid Atlantic Arts.

Position Summary

Mid Atlantic Arts seeks a Program Director, Jazz to manage and refine the organization's existing work in grant programs in jazz. Incumbent's primary responsibility is management of Mid Atlantic Arts regional presenter and touring grant programs including Jazz Touring Network (JTN), a grant program dedicated to building presenter capacity and venue demand for jazz and the Living Legacy Jazz Award, an annual honoring of living jazz masters in the mid-Atlantic region and serves as the regional contact for Jazz Road (a South Arts program). This position also helps develop Mid Atlantic Arts' collaborative professional development initiatives.

Responsibilities Include:

- Facilitate the research, design, development, implementation, budgeting, and assessment of responsive Jazz programs in alignment with Mid Atlantic Arts' strategic goals.
- Cultivate and maintain relationships with applicants, grantees, potential grantees, program advisors, partner organizations, presenters, artists' agents, panelists, curators, funders, and other constituents.
- Manage Mid Atlantic Arts' regional presenter-based networks and performing arts touring programs including Jazz Touring Network; Jazz Road, and Jazz Living Legacy Award.
- Maintain partnerships and networks for assigned portfolio.
- Manage the nomination and selection process for the annual Jazz Living Legacy Award program and collaborate with the Director of External Affairs in coordinating the annual award ceremony.
- Represent Mid Atlantic Arts through presenting at conferences and attendance at meetings, conferences, festivals, and arts markets to support the strategic goals of the organization.
- Serve as a resource for colleagues and constituents for information about jazz, touring and presenting etc., and keep abreast of developments in the field.
- Provide training and technical assistance to potential and existing program participants.
- Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion and accessibility in the organization and the arts community

Grantmaking responsibilities

- Manage systems for tracking and documentation of applicants and funded projects.

- Work with grants administration staff to establish appropriate procedures for awards, monitoring and reporting on funded projects.
- Maintain grant files and other appropriate records on program activity.
- Assist in developing and managing program budgets and the development of grant proposals as needed.

Organization and Community Responsibilities

- Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion and accessibility in the organization and the arts community.
- Coordinate occasional scholarship awards to presenters and artists to participate in performing arts conferences.
- Facilitate and steward professional development opportunities in collaboration with relevant partners.

Qualifications

- The successful candidate will have seven years of experience working in the performing arts in either grantmaking and/or program administration. A master's degree in an arts-related field is preferred.
- Knowledge of and familiarity with a wide variety of performing arts disciplines, artists, and genres as well as the non-profit, performing arts field, including touring, producing, and curating particularly in the Jazz arena.
- Exceptional interpersonal and facilitation skills with a track record of developing strong relationships with colleagues, partners, and potential applicants.
- Program research, planning and evaluation experience.
- Excellent verbal and written communication skills.
- Intermediate proficiency using: Excel, Outlook, Word, Constant Contact or other email marketing software.
- Basic proficiency using: Powerpoint, Publisher, SurveyMonkey or other survey development tool
- Video Conferencing: Intermediate proficiency to conduct meetings and events via Zoom, Teams, or other video conferencing technology.
- Experience with SmartSimple or other grant management software a plus.

Work Environment

Mid Atlantic Arts' Baltimore offices are currently open two days a week with team members working remotely the remainder of the week. This position involves frequent use of computers, phones and virtual meeting platforms. The role may require periodic work outside of normal business hours, as well as occasional travel (0-10%).

This is a full-time position reporting to the Executive Director. The salary range for this position is \$65,000 - \$75,000 commensurate with experience. Mid Atlantic Arts offers a full benefits package.

How to Apply

To apply, please e-mail a cover letter and resume to jobs@midatlanticarts.org. Please title your e-mail Program Director, Jazz. Applicants may choose to submit an optional video introduction no longer than 5 minutes in which they further discuss their goals, background, and interests in addition to a cover letter. Applications submitted by 5 pm on September 20, 2022, will receive priority consideration. Position opened until filled.

About Mid Atlantic Arts

Based in Baltimore, Maryland, Mid Atlantic Arts provides grant support and multi-state programming in the mid-Atlantic region. Mid Atlantic Arts nurtures and funds the creation and presentation of diverse artistic expression and connects people to meaningful arts experiences within our region and beyond. It is one of six regional arts organizations in the United States and works in close partnership with the National Endowment for the Arts and its member state and jurisdictional arts agencies.

Mid Atlantic Arts is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Mid Atlantic Arts provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law.

Mid Atlantic Arts is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.

To learn more, visit [**www.midatlanticarts.org**](http://www.midatlanticarts.org).