



MID ATLANTIC ARTS FOUNDATION

Position Announcement – Program Officer, Performing Arts

Position Summary

Mid Atlantic Arts seeks a Program Officer, Performing Arts to manage and refine the organization's existing work in the creation and implementation of programs in the performing arts. Incumbent's primary responsibility is management of Mid Atlantic Arts regional presenter and touring programs that support work by artists across all performing arts disciplines and genres. Programs currently include ArtsCONNECT, Mid Atlantic Tours, and Special Presenters Initiatives. This position also serves as the Accessibility Coordinator for the organization.

Responsibilities include:

- Participate in the research, design, development, and implementation of responsive performing arts programs in alignment with strategic plan goals.
- Cultivate and maintain relationships with grantees, potential grantees, program advisors, partner organizations, presenters, artist's agents, funders, State Performing Arts networks and consortiums.
- Curate an annual roster of Mid Atlantic Tour artists.
- Provide training and technical assistance to potential and ongoing program participants.
- Maintain partnerships and networks for regional arts and accessibility programs.
- 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:
 - Lead the organizational effort for accessibility compliance.
 - Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion and accessibility in the organization and the arts community.
 - Represent Mid Atlantic Arts through attendance at meetings, conferences, festivals, and arts markets, including primary representation at State Presenter Consortia meetings.
 - Primary responsibility for participating and managing regional and national booking conferences, including the Association of Performing Arts Professionals, Arts Midwest, Western Arts Alliance, International Association of Performing Arts for Youth (IPAY) and other regional and national conferences as assigned.

Qualifications

- The successful candidate will have a master's degree in an arts-related field or equivalent experience along with five years of experience working in the performing arts in either grantmaking and/or program administration.
- Knowledge of and familiarity of 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 mid-Atlantic region.
- 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.
- Experience with accessibility compliance.
- Experience with SmartSimple software a plus.

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 Bo Plantz, Executive Assistant at hr@midatlanticarts.org. Please title your e-mail "Program Officer, Performing Arts." 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 lieu of a cover letter. For priority consideration, submit application no later than 5pm on August 6, 2021. Position will remain open 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 status in 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