



## **Position Summary**

Mid Atlantic Arts seeks a Program Associate, Fellowships, to assist with daily administration of the New Jersey State Council on the Arts Individual Artist Fellowship program, which is managed by Mid Atlantic Arts in partnership with the State Arts Council. The program provides monetary awards for artists residing in the State of New Jersey working in a broad range of visual, literary, and performing arts disciplines. The position's primary responsibilities are to assist the Program Officer, Fellowships & Visual Arts, in providing generous administrative and technical support to Fellowship program applicants and grantees and assisting with all aspects of the panel review process.

## **Responsibilities Include:**

- Assist in maintaining the program's online grant forms.
- Assist in reviewing submitted applications for eligibility and completeness and work directly with applicant artists to remediate application issues wherever possible.
- Serve as a trusted point of contact for individual artists in the state of New Jersey.
- Work with the Program Officer to provide technical assistance to applicants through one-on-one support, training videos, and webinars.
- Assist in planning and implementing logistics for grant panel meetings.
- Help manage data collection – including tracking, retrieval, and reporting – and interface with online grant systems and database.
- Assist in coordinating grant notifications, agreements, and panel review feedback for program applicants and grantees.
- Work collaboratively with the Program Officer to assess and streamline the administration of the program including:
  - Participate in an annual debrief with State Arts Council staff.
  - Review guideline requirements to improve clarity and ease-of-use in keeping with the parameters set forth by the State Arts Council.
  - Develop and test the online application, with particular focus on accessibility.
  - and assess feedback from the field.
- Travel for this position is infrequent but local and national travel for conferences, meetings, and other events, or for professional development, may be required.
- Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion and accessibility within the organization and the broader arts community.

## **Qualifications**

- Bachelor's degree or equivalent with at least three years of experience working in the arts, arts administration, or in an arts-related field.
- Experience working with or supporting practicing artists in an administrative context.
- Outstanding communication and interpersonal skills.

- Ideal candidates will be extremely detail oriented and able to effectively manage large volumes of data.
- High proficiency in Windows, particularly Excel, Outlook, and Word.
- Experience with data entry and web-based grant application platforms, or the demonstrated ability to learn and use similar data management systems.

### **Preferred Qualifications**

- Experience with grantmaking.
- This position requires working with artists across varied artistic disciplines. Experience in the performing and/or literary arts is preferred.
- Professional experience interfacing with a diverse public constituency.

This is a full-time position reporting to the Program Officer, Fellowships. The salary range for this position is \$45,000 - \$55,000 commensurate with experience. Mid Atlantic Arts offers a full benefits package.

**Covid 19 Note:** Mid Atlantic Arts offices are currently closed, and all team members are working remotely. When it is deemed best to return to our offices, staff will transition to a hybrid work model with some work in the office expected.

### **How to Apply**

To apply, please e-mail a cover letter and resume to Bo Plantz at [jobs@midatlanticarts.org](mailto:jobs@midatlanticarts.org). Please title your e-mail *Program Associate, Fellowships*. 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 April 8, 2022, will receive priority consideration.

### **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).