



Position Summary

The Program Associate, Fellowships & International assists in the administration of Mid Atlantic Arts' international portfolio, as well as Individual Artist Fellowship programs in partnership with state arts agencies (NJ and DE). The Program Associate assists both the Program Director, Fellowships, and the Program Director, International in providing generous administrative and technical support to program applicants and grantees. The position's responsibilities include assisting with panel review/meetings, researching professionals in various artistic disciplines to serve as potential panelists, and developing and maintaining program communication strategies. The Program Associate, Fellowships & International also supports meetings and events that advance the organization's mission, including representing Mid Atlantic Arts at various events and organizing program informational webinars.

Responsibilities:

- Assist in reviewing a high volume of submitted applications for eligibility and completeness and work directly with applicant artists to remediate application issues wherever possible.
- Provide technical assistance, information, and other support to applicants, grant recipients, and other constituents through one-on-one support, training videos, and webinars.
- Organize program informational webinars and other events including registration, program presentation, and communication to attendees.
- Plan and implement logistics for grant panel meetings.
- Write, proof, and edit internal and external communications, including guidelines and online grant forms.
- Coordinate and prepare documentation of panel (and other) meeting proceedings, including feedback for applicants and policy discussions.
- Assist in developing and maintaining program-specific content in coordination with colleagues including program web pages, emails, online resources, press releases, print collateral, and social media.
- Assist with program documentation, evaluation, and information sharing.
- Research professionals in various artistic disciplines to serve as potential panelists, and, in addition, research prospective applicants and agents for International.
- 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 Director, Fellowships, to assess and streamline the administration of the NJ Individual Artist Fellowships 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.
 - 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.
- Assist with other organizational projects and/or initiatives as assigned.

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, and providing technical support or training
- Outstanding communication skills: verbal, written, and interpersonal.
- Ideal candidates will be extremely detail oriented, committed to accuracy, and able to effectively manage large volumes of data.
- Strong organizational and planning skills with ability to anticipate, initiate, and advance multiple priorities and projects concurrently.
- High proficiency in Microsoft products, particularly Excel, Outlook, PowerPoint and Word.
- Experience with data entry and web-based grant application platforms, including data entry and tracking; data cleaning; and database maintenance, or the demonstrated ability to learn and use similar data management systems.

Preferred Qualifications:

- Experience with grantmaking.
- Professional experience interfacing with a diverse public constituency.
- Experience with international artists/presenting communities and knowledge of the national scope in performing arts.
- Comfort with public speaking, teaching, or workshop facilitation.

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.

The position is remote but preference for a location in the Mid Atlantic Arts area.

How to Apply

To apply, please e-mail a cover letter and resume to **HR@midatlanticarts.org**. Please title your e-mail *Program Associate, International and Fellowships*.

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**.