



Are you deeply committed to supporting community-based artists? Are you an organized thought leader in the folk and traditional arts with transformative ideas about how to center community voices in participatory grantmaking and programmatic partnerships? Collaborate with us in serving folk and traditional artists, practitioners, and community-based organizations in the mid-Atlantic and Central Appalachian regions. Together, we will maintain, develop, and expand a robust and responsive regional folk and traditional arts program, uniting creativity, community building, and equity.

Position Summary

[Mid Atlantic Arts](#) seeks a Program Director, Folk and Traditional Arts, to direct and develop initiatives including the Central Appalachia Living Traditions (CALT) program and National Endowment for the Arts (NEA) Folk Arts Partnership program. This position manages, refines, and supports the organization's existing work in the creation and implementation of grants and programs in the folk and traditional arts. This position also supports the development of organizational initiatives and best practices to advance institutional equity, with a particular focus on serving folk and traditional artists. This position supervises the Program Associate, Folk and Traditional Arts.

Program Development and Management Responsibilities:

- Cultivate and maintain relationships with program constituents and local, regional, and national folk arts stakeholders including the National Endowment for the Arts folk arts program, state folklife programs, and the Central Appalachia Living Traditions program partners.
- Facilitate the research, design, development, implementation, budgeting, and assessment of responsive folk and traditional arts programs in alignment with Mid Atlantic Arts' strategic goals.
- Work with the External Affairs department to develop and maintain a robust communication (including CALT social media) and relationship-building plan prioritizing program and participant storytelling and applicant cultivation.
- Represent Mid Atlantic Arts through presenting at conferences and attendance at meetings, conferences, festivals, and community events to support the organization's strategic goals.
- Serve as a resource for colleagues and constituents for information about the folk and traditional arts, particularly in Central Appalachian contexts, and keep abreast of developments in the field.

Grantmaking responsibilities

- Manage grantmaking cycles (in collaboration with the Program Associate, Folk and Traditional Arts), including systems for tracking and documentation of applicants and funded projects.

- Collaborate with grants administration staff to establish appropriate procedures for awards, monitoring, and reporting on funded projects and make grant recommendations for Board and funder review.
- Develop grant proposals in partnership with Director of Development.
- Maintain grant files, grant budgets, and other appropriate records on program activity.
- Serve as an internal resource to model and develop best practices in equitable community-centered grantmaking and operations.

Organization and community responsibilities

- Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion and accessibility in the organization and the folk and traditional arts community.
- Evaluate programs through the lens of EDIA objectives and strategic plan goals of Mid Atlantic Arts as well as the needs of the constituencies to whom they are directed.
- Participate in the development of new programs within the context of the organization's mission, strategic goals, and priorities that will support artists, arts organizations, cultural communities, constituents of color, and audiences both within the region and beyond and help to build a stronger infrastructure for the folk and traditional arts.
- Support Mid Atlantic Arts' effort for accessibility compliance, developing best practices for serving applicants and artists with disabilities in partnership with the Accessibility Coordinator.
- As part Mid Atlantic Arts' commitment to curiosity and listening, we expect all staff to gather, care for, use and openly share knowledge in ways that advance equity, support shared learning, and amplify community expertise.
- Mid Atlantic Arts structures our work through portfolios of interconnected initiatives. All staff play a role in connecting knowledge across teams to further the organization's mission and vision. This individual may be assigned to additional organizational initiatives based on evolving organizational needs.

Qualifications

- Master's degree in folklore, ethnomusicology, arts management, or relevant field, or equivalent in work experience.
- 5-7 years of experience in the folk and traditional arts or a relevant field.
- Knowledge of and familiarity with a wide variety of folk and traditional arts disciplines, artists, and genres as well as the non-profit folk and traditional arts field, including public programs, collaborative fieldwork, and community-engaged grantmaking, particularly in the mid-Atlantic and Central Appalachian regions.
- Direct and recent experience working with folk arts practitioners and cultural communities in Central Appalachia preferred.
- Exceptional interpersonal and facilitation skills with a track record of developing strong relationships with colleagues, partners, and potential applicants.
- Demonstrated proficiency with program research, planning, and evaluation.
- Excellent verbal and written communication skills; fluency in languages beyond English is a plus.
- Strong organizational and planning skills and attention to detail, with ability to anticipate, initiate, and advance multiple priorities and projects concurrently.
- Demonstrated ability to initiate projects, set and meet deadlines, conduct efficient and effective research, and work independently.
- Team player with enthusiasm for taking on tasks both large and small and continuously learning.
- Comfortable speaking to groups of people both in person and in digital settings.

- Intermediate proficiency using: Microsoft Excel, Word, and Outlook; Constant Contact or other email marketing software; and social media platforms including Facebook, Instagram, and Twitter.
- Basic proficiency using: SmartSimple or other grant management software; Microsoft PowerPoint and Publisher; and SurveyMonkey or other survey development tool.
- Video Conferencing: Intermediate proficiency in conducting meetings and events via Zoom, Teams, or other video conferencing technology.

Mid Atlantic Arts strongly encourages and seeks applications from all qualified individuals whose racial, socioeconomic, ability status, and other individual dimensions allow them to bring unique and diverse perspectives.

Work Environment

Mid Atlantic Arts is a multi-state organization and an evolving and dynamic workplace. Mid Atlantic Arts staff work in various contexts, including in-person in Baltimore and remotely across the mid-Atlantic. For this position, we welcome applications from individuals located in Appalachian Regional Commission-designated Appalachian counties of Ohio, Virginia, or West Virginia, within proximity to that area, or willing to relocate. 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 some local, regional, or national travel (0-10%) which may include weekends.

This is a full-time position reporting to the Director of Programs. 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 HR@midatlanticarts.org. Please title your e-mail Program Director, Folk and Traditional Arts. Applicants may submit an optional video introduction, no longer than 5 minutes, in which they further discuss their goals, background, and interests, plus a cover letter and resume. Applications submitted by 5 pm on June 12, 2023, will receive priority consideration, the position will remain open until filled. Applications will be reviewed as they are received, and we encourage interested candidates to apply prior to the deadline.

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 expressions 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.