



Are you deeply committed to advancing equity in the arts? Are you an organized thought leader with transformative ideas about how to increase equity in grantmaking from start to finish? Collaborate with us in serving artists and arts organizations. Together, we'll help chart a new path forward, uniting creativity, community building and equity.

Position Summary

[Mid Atlantic Arts](#) seeks a Program Director, Creativity in Community, to oversee and develop new initiatives that center creativity, justice, and community building. In this role, you will work with artists, creatives, arts managers, and arts organizations to advance equity in the arts through grantmaking and collaborative new programming. You will coordinate the review of applications, the setup of capacity building workshops, administer grant awards to selected organizations, and help create peer networks among grantees.

Program Development and Management Responsibilities:

- Facilitate the research, design, development, implementation, budgeting, and assessment of responsive programs in alignment with Mid Atlantic Arts' strategic goals.
- Cultivate relationship networks with applicants, grantees, potential applicants, program advisors, partner organizations, panelists, funders, and other communities.
- Serve as an internal resource to model and develop best practices in equitable grantmaking and operations.
- Provide training and technical assistance to potential program participants.

Grantmaking responsibilities

- Develop guidelines and programmatic procedures that guide the launch of new collaborative initiatives supporting arts organizations founded by and serving communities of color in addition to other underinvested communities.
- Plan and facilitate program panel meetings, prepare panelists for grant review process, and provide feedback to applicants.
- Manage systems for tracking and documentation of applicants and funded projects.
- Collaborate with grants administration staff to establish appropriate procedures for awards and reporting on funded projects.
- Maintain grant files and other essential records on program activity.
- Collaborate with communications team to develop program-specific communication strategies, including developing promotional copy, materials, and publicity emails.
- Embrace and use organization's technology tools.

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.
- Evaluation of programs through the lens of equity objectives and strategic plan goals of Mid Atlantic Arts as well as the needs of the communities' programs address.
- 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.
- As part Mid Atlantic Art's 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.
- Support Mid Atlantic Arts' effort for accessibility compliance, using best practices for serving applicants and artists with disabilities in partnership with the Accessibility Coordinator.

Qualifications

- 5+ years of work experience, in an arts-related field or equivalent experience in either grantmaking and/or program administration.
- Knowledge of and familiarity with a wide variety of arts disciplines, artists, and genres as well as the nonprofit arts field.
- Personal and/or professional familiarity with Mid Atlantic's geographic and social communities, especially organizations embedded in, deeply connected to, and serving communities of color in the region.
- Exceptional interpersonal and facilitation skills with a track record of developing strong relationships with colleagues, communities, partners, and potential applicants.
- Demonstrated proficiency with program research, planning and evaluation.
- Excellent verbal and written communication skill.
- 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; and Constant Contact or other email marketing software
- Basic proficiency using: SmartSimple or other grant management software, Microsoft PowerPoint and Publisher; and SurveyMonkey or other survey development tool.
- Video Conferencing: Intermediate proficiency to conduct 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 staff work in a variety of contexts, including in-person in Baltimore and remotely across the mid-Atlantic. For this position we welcome applications from individuals who are interested in working in-person or hybrid schedules who currently, or will, reside in any of the ten Mid Atlantic Arts jurisdictions upon hire. 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 regional travel (0-10%) which may include weekends.

This is a full-time position reporting to the Director of Programs. The annual salary range for this position is \$65,000 to \$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, Creativity in Community. 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 and resume. This 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 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.