



TITLE: Assistant Director, Traditional Arts

LOCATION: Hybrid – Corporate Office, Atlanta Georgia

REPORTS TO: Program Director, Traditional Arts

SALARY: \$50,000.00 annually (negotiable based on skills and previous experience)

The position is supported through the In These Mountains initiative, with anticipated extension beyond June 30, 2024, contingent upon sustaining grant funds.

SOUTH ARTS:

Headquartered in Atlanta, Georgia, South Arts is a nonprofit regional arts organization empowering artists, organizations, and communities, and increasing access to arts and culture.

In partnership with the National Endowment for the Arts and the State Arts Agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee — with additional funding from other public and private donors such as the Doris Duke Charitable Foundation, the Ford Foundation, and The Andrew W. Mellon Foundation — South Arts supports artists and organizations through a rich and responsive portfolio of grants, fellowships, and programs.

As an organization, we believe that art elevates the region in which we live, that it increases connectedness between community members, and that it can serve as a catalyst for meaningful change.

BENEFITS:

We offer a generous benefits plan consisting of Medical, Dental, Vision, Short Term Disability, Long Term Disability, Life Insurance, 403(b) Investment Plan, Paid Vacation and Sick Leave, Holidays, and Incentive Bonuses.

WHAT YOU WILL DO:

- Assist with implementation and programming components of **In These Mountains, Central Appalachian Folk Arts & Culture**, an initiative supporting folk arts and culture in Appalachian Regional Commission counties in Kentucky, North Carolina, and Tennessee.
- Provide support for the In These Mountains Grants Program, the Emerging Traditional Arts Program cohort, Folk Art Instructors' professional development training, and graduate student fieldwork.
- Work with key program partners to support folk arts education, mentor and apprentice artists programs, fellowship opportunities, community scholar training, and other programming.
- Assist with planning and presenting online and/or in-person Folk Art Instructors' professional development training, and Emerging Traditional Artists Program cohort convenings, and the biannual Folklife in the South gathering.
- Assist with the In These Mountains Grant Program and Traditional Arts Touring Grants.

S O U A R T S H

- Coordinate graduate student fieldworker assignments, providing training and technical assistance.
- Generate contracts, letters of agreement, memos of understanding and other similar documents.
- Assist with the development of applications and surveys.
- Organize and review grant applications, final reports, and support materials.
- Provide technical assistance, via Salesforce, to grant applicants and recipients.
- Generate notes from meetings with funders, partners, and artists.
- Coordinate Traditional Arts Instagram account.
- Draft programming information for South Arts website and communications.
- Organize and review partner work plans and final reports and support materials including details of specific program activities.
- Organize and ensure proper labeling and organization of fieldwork materials in preparation for archival deposit.
- Present at conferences and other events; serve on panels online and in-person representing South Arts, as appropriate.
- Assist with research, planning, and implementing new Traditional Arts projects and initiatives.
- Maintain traditional arts contact information in Salesforce.
- Follow internal accounting procedures to generate payments associated with invoices, letters of agreement, memos of understanding, and contracts.
- Complete related program and organizational tracking, correspondence, and/or follow-up for all assigned projects.
- Create, read, analyze, file, retrieve, and maintain organization of program files, and fieldwork documentation.
- Travel up to 15%

WHAT YOU OFFER:

- 3 plus years of combined experience in arts administration, fieldwork, public sector folklife programming, and/or project management, including working with artists, non-profit grants management, and event planning.
- Thorough knowledge of business and management principles involved in planning, resource allocation, and coordination of people and resources, comprehensive knowledge of administrative office procedures and systems.
- 3 plus years of providing excellent internal and external customer service.
- Knowledge of report building, strategies for data collection, and presentation.
- Excellent written and oral communication skills.
- Advanced knowledge of MS Office package
- SharePoint - file and data sharing collaboration.
- Microsoft Teams - file and data sharing collection.
- CRM - constituent relationship management systems; Salesforce experience beneficial.
- Basic knowledge of creating marketing/promotional level documents for internal and public use via social media.
- A critical thinker who uses logic and reasoning to understand, analyze, and evaluate complex situations.

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- Ability to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the training needs identified.
- Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Able to develop and maintain cooperative and professional relationships with employees at all levels of the organization to include representatives from other departments and organizations; possesses professional maturity.
- Strong judgment and decision making with the ability to evaluate the best method of research and exercise appropriate judgment in establishing priorities and resolving complex matters; considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to employ economic and accounting principles and practices in the analysis and reporting of data as needed.
- Maintains a calendar for meetings, deadlines, and events.
- Grantmaking - General knowledge of foundation and government grantmaking.

PREFERRED TALENTS:

- Folklife and/or oral history fieldwork processes and procedures.
- Non-profit Arts Operations - General knowledge of non-profit arts and cultural sectors.

EDUCATION:

- Bachelor's degree preferred.
- Specialized in any of the following: Appalachian Studies, Cultural Anthropology, Ethnomusicology, Folk Studies, or Oral History.

To apply for this position, please submit cover letter, current resume, and salary requirements to Attn: Human Resources, hr@southarts.org.

South Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. South Arts is also committed to compliance with all fair employment practices regarding citizenship and immigration status.