

STATE COORDINATOR
Artistic Literacy Consortium
Responsibilities and Expectations

The Executive Leadership Team seeks an experienced, motivated professional willing to work with the leadership team to provide backbone support for the Artistic Literacy Consortium. Backbone support requires planning, management, facilitation, technology and communications support, data collection and reporting, and logistical and administrative duties. The ideal candidate will have demonstrated success in many of these areas and must be capable of learning new skills to fit unique requirements of this collective impact model. He or she will have a collaborative spirit, strong communication skills, and the ability to engage partners in ongoing and aligned efforts to fulfill the mission of the Artistic Literacy Consortium. Basic office management skills, volunteer management, and budget management essential.

The State Coordinator reports to the Executive Leadership Team and is employed by the Alabama Arts Alliance for the Artistic Literacy Consortium. This position requires experience in the arts and arts education, a passion for youth development, a willingness to serve in a collective impact process using design thinking, an understanding of the need to work for systemic change, and a realization that problem solving is complex.

Responsibilities include:

- Work with the Executive Leadership Team to develop a long term action plan to provide backbone infrastructure that includes a logic model with short term, annual, realistic goals. Collect information throughout the year to act as indicators for the logic model and create a follow up logic model at the end of each year.
- Facilitate arrangements for the convenings of the **Planning and Review** Committee and the **State Advisory Council** as requested.
- Conduct regular site visits to Regional Arts Collaboratives, gaining information, offering state support, and reporting on progress to executive leadership.
- Convene Regional Arts Education Collaborative directors both virtually and in person for purposes of networking, sharing ideas and lessons learned, and exploring opportunities where state resources will benefit and support regional activities.
- Facilitate a continuous feedback loop between all working parts of the Artistic Literacy Consortium, including the writing and dissemination of reports.



- Coordinate and co-chair statewide working groups, assist in data collection and evaluation, community engagement and equitable practices, public relations, funding opportunities, developing a clearinghouse of resources, etc.
- Facilitate working group meetings, urging members to meet goals, while allowing diverse ideation using design thinking .
- Facilitate regular communications between regional arts collaboratives and executive leadership to maintain consistency and alignment with policies of the State Department of Education and State Arts Council (i.e. aligning with Alabama Arts Content Standards).
- Prepare and conduct virtual communications (e.g. webinars, Zoom, Google etc.) to the membership at large and provide opportunities for feedback.
- Explore opportunities to increase visibility and advocate for success of the initiative statewide.
- Explore opportunities for new Regional Arts Education Collaboratives and work with Executive Leadership Team to initiate activities in new locations, with a focus on underserved communities.
- Keep a master calendar of activities that includes state and regional activities of the Artistic Literacy Consortium, invite and inform the Executive Leadership Team of important events and activities.

Qualifications: Bachelor's required, Master's preferred.

Valid driver's license and auto insurance.

Employment contingent on acceptable background check results.

Salary/Status: Full time, salaried position. Salary based on experience. Start date: December 1, 2018.

Application and deadline: Email cover letter, resume, salary requirements and a list of 3 references, with contact information, by November 3, 2018 to Donna Russell, Executive Director of the Alabama Arts Alliance: drussell@alartsalliance.org.

For more information on Collective Impact

https://ssir.org/articles/entry/collective_impact

For more information on the Artistic Literacy Consortium

http://www.arts.alabama.gov/ALC/about_ALC.aspx

For more information on Design Thinking

<http://www.slideshare.net/nmc/ideas-that-matter-malcolm-brown>

