



Programs Officer Job Description

Full Time, Exempt
Reports to: Chief Executive Officer
Starting Salary: \$40,000 and full benefits package

The Arts Federation (TAF) is looking to hire a full-time Programs Officer to oversee its nationally regarded programs and exhibition series. TAF's work is centered around increasing inclusivity, diversity, equity, and access and these values permeate through every facet of the organization's culture.

Programs Officer: The Programs Officer is responsible for the development and implementation of key educational programs: After School Arts Program (ASAP), ArtReach Instrument Lending Library, and the Visiting Artist Program. In addition, this position organizes and schedules TAF's three galleries and its exhibition series.

This position requires strong planning skills and attention to detail. The successful candidate will have the ability to perform multiple tasks within deadlines. Proficiency in Microsoft Office Suite is a must. Bachelor's degree in Arts Administration, Art Education, Fine Arts or related area is desired. The selected individual will work within a small team of committed staff members who work together to achieve the goals of The Arts Federation. The incumbent will need to be able to work in the office during business hours, which are 9:00 am - 5:00 pm, Monday through Friday. Some work may be required outside of regular business hours.

This is a full-time and salaried position. Employees of TAF receive a generous benefits package that includes health, vision, and dental insurance coverage, and retirement account with company match. Vacation and sick time as well as holiday pay is also provided. The salary for the position is \$40,000 per year with bi-weekly pay.

Responsibilities:

- Develops, implements, and oversees the After School Arts Program (ASAP), Gallery Exhibitions, Visiting Artist Program, and ArtReach Instrument Lending Library.
- Serves as the staff liaison to TAF standing committees as directed by the CEO.
- Works collaboratively with staff to provide content for the marketing of programs and services to which this position serves as lead.

- Provides grants development assistance to the CEO, as needed.
- Develops and builds relationships with key educators and community leaders to share ideas and identify collaborative opportunities for K-12 curricula, educational goals, and institutional programs.
- Conducts regional constituent-based needs assessments and implements results-driven technical assistance workshops for both arts organizations and artists.
- Provides individual consultation services as requested by art organizations, schools, individual artists, and the public.
- Promotes the role of the arts in the region through core services and arts advocacy.
- Maintain positive and timely communications with all program participants
- Oversee the development of a marketing timeline for all programs
- Maintain inventory records for ARTreach program
- Facilitate the ARTreach program to adequately fulfill student needs
- Conduct ARTreach instrument audits (bi-annual)
- Schedule ASAP classes (biannually)
- Recruit and Supervise ASAP instructors
- Facilitate ASAP Faculty meetings (bi-annually)
- Facilitate selection of artwork for gallery exhibitions at TAF (annually)
- Facilitate installations of artwork and the development of related programming (monthly)
- Develop and schedule a minimum of 3 technical assistance workshops (annually)
- Work collaboratively with staff to provide content for the marketing of programs and services to which this position serves as lead.
- Provide information and referral services
- Other duties as assigned.

Employment Standards

Education: College degree required. Concentration in Arts Administration, Arts Education, Fine Arts or Communications preferred.

Required Skills: Must have initiative, be a self-starter, quick learner, highly organized, detail oriented, articulate individual. Polished presentation and interpersonal skills. Must possess strong writing skills. Must be proficient in Microsoft Office Suite.

Submission Instructions

Interested applicants should send a cover letter, resume, and list of three references to The Arts Federation's Chief Executive Officer, Tetia Lee at tetia@theartsfedearation.org. Priority consideration will be given to applicants that submit by March 24.