

Appalachian Arts Alliance, Inc.

Job Description

Position Title: Community Arts + Design Associate

Reporting: Executive Director

Starting Salary: \$40,000.00

Benefits: 401K, Health, Vision, Dental, PTO

Major Job Responsibility 1: *Community Arts Education*

The Community Arts + Design Associate supports the Director of Education in developing, implementing, and promoting arts education offerings for existing and new members of the communities we serve.

- Plan and implement new educational programs in the performing, visual, literary, and culinary arts;
- Assess and strengthen existing programming in consultation with Arts Alliance leadership; and
- Facilitate professional development opportunities for practicing artists and designers, cultivating personal and organizational leadership skills in collaboration with UK Arts Extension and other organizational partners; and
- Support the Arts Station facility, cleaning up after activities and classes, keeping workspace organized and presentable.

Major Job Responsibility 2: *Community Arts + Design Programming*

The Community Arts + Design Associate supports the Arts Alliance leadership in managing Arts + Design programming, exhibitions, and performances for the benefit of the broader community.

- Organize and execute exhibitions, performances, and events in collaboration with UK Studio Appalachia and other partners, including: scheduling and securing space, supporting design, fabrication, and installation as needed;
- Coordinating artistic commissions, including issuing calls-for-artists, managing contracts, enforcing timelines, and overseeing project budgets;
- Identify diversified programming opportunities, ensuring that programming opportunities have broad reach into the community;
- Collaborate with non-traditional groups, inviting new audiences to participate in Arts Alliance activities;
- Coordinate with community partners on city-wide events such as Appalachian Big Ideas Fest, Thursdays on the Triangle, and Black Gold Festival. Cultivate regional and national partners to provide programming; and

- Support events through set-up, tear-down, clean-up, upkeep, and cleaning. Support operational areas as needed.

Major Job Responsibility 3: *Volunteer Management + Administration*

The Community Arts + Design Associate is a core member of a small Arts Alliance staff amplified by a broader arts community. Volunteer management is vital to the ongoing work of the organization.

- In coordination with the Director of Operations, provide structure and guidance to committees and volunteers by determining appropriate volunteer positions;
- Identify, enlist, and train volunteers to help carry out programming responsibilities;
- Ensure that all participant information is protected and the necessary paperwork and forms are completed for all participants and volunteers; and
- Promote teamwork, acting as a mentor and contributing to the professional development of volunteer team members.

Major Job Responsibility 4: *Community Engagement + Partnerships*

The Community Arts + Design Associate supports broader community engagement and partnership efforts, elevating arts and design in community development conversations, often representing the organization in community conversations.

- Maintain awareness of community needs, cultivating collaborations with other agencies and organizations to solve community problems and multiply effectiveness through arts and design;
- Collaborate with UK Studio Appalachia and other partners on planning and executing community-engagement activities, site visits, and events;
- Serve as convener and facilitator with partner groups as necessary, assisting in identifying, articulating, and addressing challenges;
- Serve as a source of expertise in the community for fine arts subject matter areas;
- Utilize program evaluation tools and track outcomes for partners, funders, elected officials, and the broader community; and
- Network and build relationships among diverse groups and individuals to market and generate support for Appalachian Arts Alliance

Professional Standards + Expectations:

Appalachian Arts Alliance employees represent the mission of the organization and tenets of excellence, competence, respect, flexibility, communication, and learning. As arts professionals, we maintain the following standards and expectations:

- Perform other duties as assigned, including set-up, tear-down, clean-up, maintenance, upkeep and cleaning after events or in the office;
- Support overall office operation by providing input on programming, budget, events, fundraising, performances, brainstorming, planning, operations, and implementation;
- Maintain proper office decorum, contributing to a mutually-supportive work environment and welcoming space to the community;
- Dress appropriately for multiple types of programs, meetings, and events; and
- Model and promote excellent collegiality and customer service to all internal and external constituents, volunteers, and colleagues.

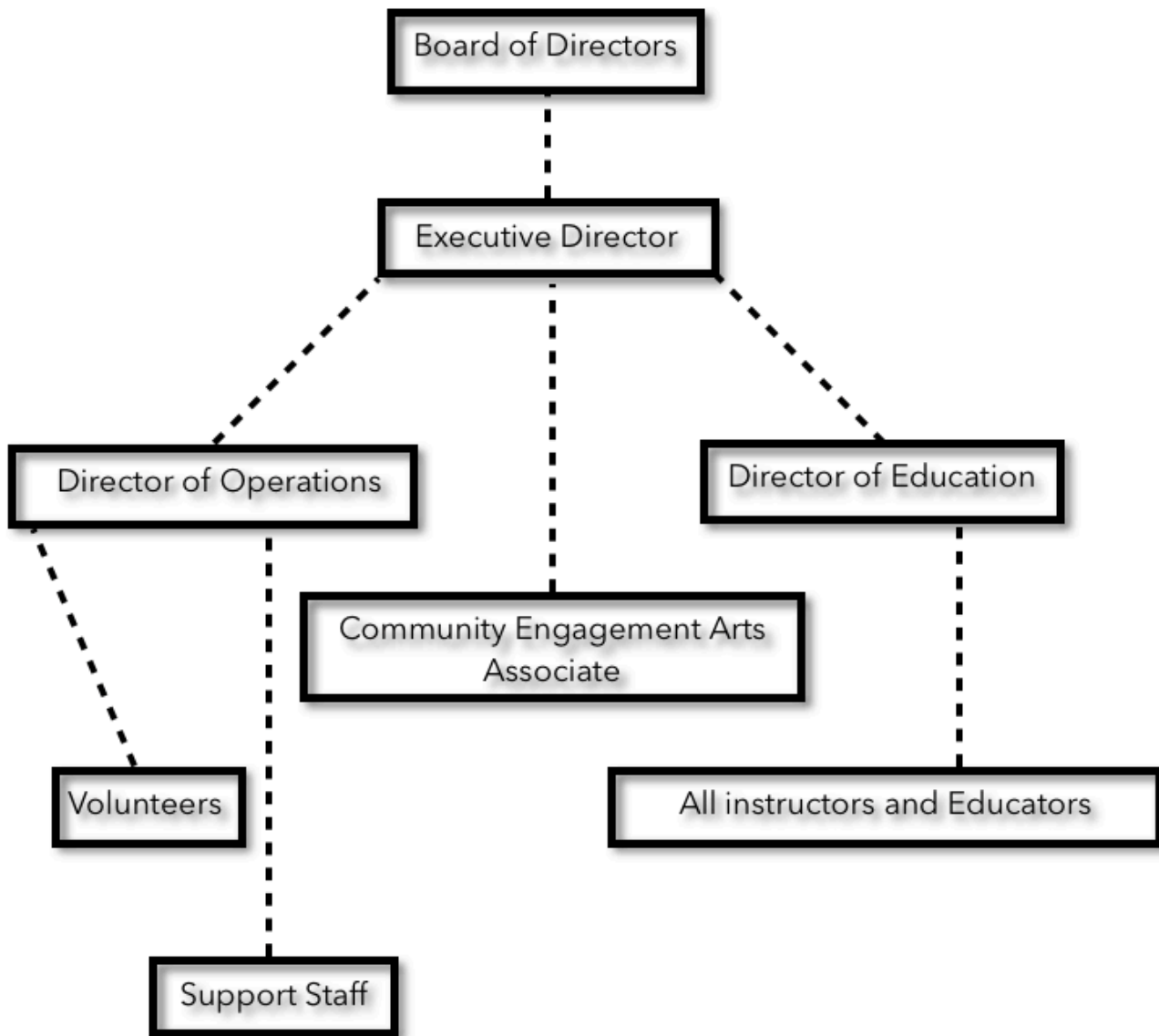
This position will serve all clientele, ensuring that youth and adults have equal opportunity to participate in community programming regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, or age.

Competencies + Skills:

- *Leadership and management:* ability to serve as a role model, provide direction to others, desire for professional development.
- *Organization and initiative:* time-management and workplanning, capable of multitasking and providing self-direction in a collaborative environment, team player;
- *Communications:* oral and written communication skills, including formal presentations, basic marketing knowledge, ability to effectively communicate with multiple constituencies, specifically strangers/new students; and
- *Physical:* ability to lift 30+ pounds, walk, push, pull, carry, sit, stand, and reach.

Educational + Work-Readiness Requirements:

- Bachelor's degree and/or Work Experience?
Arts, design, or community education background preferred
- Must be 18+ years of age, able to pass a drug screen and criminal background check
- **Must provide own transportation.**



Organizational Flow Chart