Job Description for Liaison for Art and Culture:

We recognize the immense value and rich history of the arts, culture and creative communities in Shelby County. The Liaison for Art and Culture to Shelby County will be responsible for fostering a sustained, reciprocal relationship between the vibrant arts and culture community and Shelby County government. This position will be charged with strategically developing new systems and resources that support and respond to the needs of the arts and culture sector. They will plan, develop, and implement a variety of projects to help Shelby County’s arts and culture community be more vibrant, sustainable, and equitable. The Liaison will be a champion for the arts community and raise awareness of the art sector’s programs, services, and contributions.

Roles & responsibilities:

- Advocate for, secure and disperse funding for and represent Shelby County across local, statewide and regional government agencies, and corporate and foundation partners
  - Intentional focus on the equitable distribution of resources across the sector
  - Secure new funding for the arts community
- Work closely with the arts and culture sector and artist community to understand needs and opportunities including funding, resources, and creative economic recovery following and during the pandemic.
- Align arts and culture sector and artist community to County priorities, coordinating with appropriate Divisions and Departments as needed.
- Develop and manage reports on the impact of the arts, culture and creative economy.
- Develop and implement strategic plans and projects to raise awareness and support of the arts and culture sector including Awareness campaign, facilitating the Art and Culture nonprofit committee, and planning other year round events
- Develop a set of long-term goals for the arts sector as a whole to include increased participation, increased funding, supporting diversity and equity, and better leveraging the sector’s strengths
- Host consistent convenings for the arts and culture sector
- Learn about and disperse funding opportunities and resources to sector with a focus on equity throughout the county

Qualifications:

- Bachelor's degree from an accredited college or university or equivalent professional experience
- Experience working within or interfacing with a government agency
- Passion for the arts & culture space, knowledge of Memphis and Shelby County arts communities
- Political science, government, or arts educational or professional experience
- Experience with grant writing or securing funding partners and managing grants
- Ability to manage and navigate the needs of internal and external stakeholders across a wide range of disciplines and sectors
- Experience with event programming and management
- Highly motivated and collaborative leader
- DEI commitment

Salary:

- $60,000 full time with benefits

To Apply:
Please e-mail your resume and cover letter to Janet Lo (Janet.Lo@shelbycountytn.gov)