About the Organization

ArtsMemphis sustains Memphis’ world-renowned cultural vitality and strengthens local communities through the arts. We pursue this mission by generating arts support, investing in artists and organizations, and advancing organizational effectiveness.

We envision a Memphis in which every individual feels pride in our city’s authentic cultural assets and experiences the impact of the arts in their lives. In pursuit of that vision, we are guided by a commitment to access, equity and inclusion, creativity and innovation, and transparency. Learn more about our commitment to equity, inclusion, and access - www.artsmemphis.org/commitment-to-equity.

ArtsMemphis has provided $90M in grants and served as the primary funder, convener, and connector for the Memphis arts community since 1963. In 2022, ArtsMemphis invested $3.1M in 68 organizations and hundreds of artists and elevated its role in helping the arts sector navigate the impacts of the COVID-19 pandemic.

About the Position

ArtsMemphis seeks an energetic, curious, and organized individual to serve as its facilitator for the Arts & Economic Prosperity (AEP6) Study. AEP6 is the sixth national economic impact study of America’s nonprofit arts and culture industry. A program of Americans for the Arts, ArtsMemphis is coordinating Memphis’ and Shelby County’s participation in this national study – one of 387 participating communities nationwide – in partnership with Tennessee Arts Commission.

The Arts & Economic Prosperity Study Facilitator will report to the COO. The ideal candidate will be a detail oriented, organized, outgoing, a self-starter, and be comfortable engaging one-on-one with organizations and the public.

Responsibilities

The Arts & Economic Prosperity Study Facilitator will be responsible for

- educating nonprofit arts and culture organizations about the study
- recruiting organizations to participate in the study via phone and email communication
- training organizations on survey collection including distribution of survey materials and signage
- conducting audience surveys at arts events across Shelby County as needed.
- collection of surveys for analysis.
Required Knowledge, Skills and Abilities:
- Project management
- Organized and detail-oriented
- Excellent interpersonal skills
- Self-directed
- Open communicator who is unafraid to ask questions
- Enjoys networking and is interested in local arts and culture organizations
- Computer skills and knowledge of Microsoft Office Suite. Proficient with Microsoft Excel and Outlook.
- Candidate must be willing to handle flexible hours including regular work on nights and weekends.

Compensation: $15/hour for up to 100 hours September – December 2022. Possibility of contract renewal in January 2023. Flexible hours, occasional evening and weekend work required.

To Apply:

Interested candidates may apply via email, by submitting a resume and letter of interest as one file to Tracy Lauritzen Wright, COO, tlauritzenwright@artsmemphis.org. No phone inquiries, please.

We will review resumes on a rolling basis until a contract is signed.

ArtsMemphis strives to build and sustain a diverse, inclusive, and equitable working and learning environment for all staff. ArtsMemphis provides equal opportunities to all employees and applicants for employment without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status.