DeltaARTS is dedicated to bringing theater, music, dance, creative writing, and visual arts programs to children and youth in the Mississippi Delta and surrounding communities.

Our programs are based on the belief that all children deserve access to the arts to help them gain confidence, increase their critical thinking skills for future academic success, and support social-emotional learning.

POSITION SUMMARY
Under the direction of the Executive Director, the Community Programs Director develops, implements, and manages all DeltaARTS’ community programming to provide arts education for Crittenden county and surrounding areas of the Delta.

This job is a contract position for 32 hours a week December 2022 through June 2023, which is the end of our fiscal year. Compensation is $3,000 per month. There is the possibility of this position becoming a full-time salaried position with benefits on July 1, depending on job performance.

RESPONSIBILITIES:
• Design, coordinate, and manage the following programs:
  o Crittenden Youth Theatre
  o Summer classes & camps
  o Art exhibits with ASU Mid-South and West Memphis School District
  o In-School residencies with Wolf Trap Early Learning
• Work with Executive Director (ED) to develop new programs based on community needs
• Work with our Executive Director on grants to secure funding for our programs.
• Work with ED to develop policies for teaching artists
• Delegate needed program tasks to support staff and volunteers in a timely manner
• Communicate and collaborate with partnering organizations
• Recruit new teaching artists and regularly evaluate their progress
• Organize and coordinate training and development of teaching artists
• Routinely and consistently evaluate programs
• Prepare and present reports to the staff and Board of Directors, as needed
• Manage program budgets and work with staff to ensure budget allocations are met
• Assist in grant writing and follow-up
• Serve as a representative for DeltaARTS to the community and general public
• Attend internal and external meetings, trainings, and special events, as needed
• Other tasks as assigned
REQUIRED WORK SKILLS:
• Excellent verbal, written, and interpersonal communication skills
• Proficient in general computer operations and Microsoft Office, G-Suite, Adobe Acrobat Reader
• Must be adaptable and flexible with a “team spirit” attitude
• Ability to think strategically, creatively, and innovatively
• Excellent organizational and leadership skills
• Ability to time-manage and multi-task effectively

REQUIRED EDUCATION / EXPERIENCE:
• Bachelor’s degree in fine arts, arts management, or arts education or related field
• Experience in arts education or arts integration preferred
• At least two (2) years’ experience in arts administration
• Experience in community and/or professional theatre (performance or technical)
• Solid general knowledge of multiple artistic disciplines
• Experience coordinating and/or working with volunteers, particularly parents
• Grant writing experience is strongly preferred.

WORK SCHEDULE

32 hours a week with some special events on nights and weekends.

PHYSICAL REQUIREMENTS
General office work that may involve walking or standing for extended periods. Occasionally may require lifting and loading up to 30 pounds.

CONTACT WITH OTHERS
The position involves a significant amount of contact with DeltaARTS staff, volunteers, sponsors, donors, and the public. This involves frequent interactions that may be of a sensitive or confidential nature. Discretion and sound judgment is required. Staff must be able to connect with individuals from a variety of backgrounds and positively represent DeltaARTS in all professional capacities.

Please send a cover letter and resume to Amanda Cook at acook@deltarts.org.