



## **Position Announcement – Program Associate, Folk, and Traditional Arts**

### **Position Summary**

Mid Atlantic Arts seeks a full-time Program Associate who will support our Folk and Traditional Arts programs. Our initiatives include the Central Appalachia Living Traditions program and the National Endowment for the Arts Folk Arts Partnership Program.

### **Responsibilities**

#### **Grants Support**

- Assist in maintaining program’s online grant forms including scheduling, editing, and posting.
- Plan and implement logistics for grant panel meetings annually, including panel book creation, distribution, and other arrangements.
- Assist in evaluating application materials for program eligibility.
- Coordinate grant notifications, agreements, and supplementary materials for program applicants and grantees.
- Provide technical assistance, information, and other support to applicants, grant recipients, and other constituents.
- Oversee data collection – including tracking, retrieval, and reporting – and interface with online grant systems and database.

#### **Program Support**

- Assist with efforts to advance equity in Mid Atlantic Arts’ Folk and Traditional Arts programs.
- Assist with program documentation, evaluation, and information sharing; working with Mid Atlantic Arts Development staff to support reporting and case-making with donors and funders, and to connect program knowledge across organization and with field.
- Assist in developing and maintaining program-specific content in coordination with colleagues including program web pages, online resources, press releases, print collateral, social media, and other program specific communication strategies.
- Assist with special projects and initiatives.

## **Meetings and Events Support**

- Assist with representing Mid Atlantic Arts locally and nationally at conferences, meetings, performances, and other events as requested.
- Organize program informational webinars and other events including registration, program presentation, and communication to attendees.
- Coordinate and prepare documentation of panel (and other) meeting proceedings, including feedback for applications and policy discussions.
- Research and identify prospective panelists, applicants, and agents.

## **Organizational and Community Support**

- Actively participate in and identify opportunities for supporting Mid Atlantic Arts' strategic efforts to advance equity, diversity, inclusion, and access (EDIA) in the organization, in the arts community, and to all Mid Atlantic Arts programs.
- Evaluate programs through the lens of EDIA objectives and strategic plan goals of Mid Atlantic Arts as well as the needs of the constituencies to whom they are directed.
- Participate in the development of new programs within the context of the organization's mission, strategic goals, and priorities that will support artists, arts organizations, BIPOC constituents, and audiences both within the region and beyond and help to build a stronger infrastructure for the arts.

## **Qualifications**

- At least three years' experience as a folklorist, community scholar, or other type of arts and culture program administrator or manager.
- Knowledge of both long-standing and emerging regional folk arts practices and practitioners.
- Knowledge of regional folk arts and culture infrastructure and socio-economic contexts.
- Experiencing developing, managing, and evaluating grant programs and associated budgets.
- Proficiency in Windows, particularly Excel, Outlook, and Word.
- Experience providing technical support or training to a wide variety of constituents.
- Solid experience with data entry and tracking.
- Facility with web-based grant application platforms.
- Outstanding communication skills: verbal, written, and interpersonal.
- Interest and ability for occasional overnight travel.
- Ability to initiate projects, work independently, and set and meet deadlines.

## Preferred Qualifications

- The preferred candidate will be based in the upper mid-Atlantic region.
- Experience with grant tracking software like SmartSimple and Constant Contact platforms.
- Experienced public speaker and comfort with teaching and facilitating workshops.

This is a full-time position reporting to the Program Director, Folk, and Traditional Arts. The salary range for this position is \$48,000 - \$55,000, commensurate with experience. Mid Atlantic Arts offers a full benefits package. Mid Atlantic Arts currently offers a hybrid work environment with staff expected to work in the office in Baltimore, MD one day a week.

## How to Apply

To apply, please e-mail a cover letter and resume to [jobs@midatlanticarts.org](mailto:jobs@midatlanticarts.org). Please title your e-mail Program Associate, Folk, and Traditional Arts. Applicants may choose to submit an optional video introduction no longer than 5 minutes in which they further discuss their goals, background, and interests in lieu of a cover letter. For priority consideration, submit application no later than October 31, 2022.

## About Mid Atlantic Arts

Based in Baltimore, Maryland, Mid Atlantic Arts provides grant support and multi-state programming in the mid-Atlantic region. Mid Atlantic Arts nurtures and funds the creation and presentation of diverse artistic expression and connects people to meaningful arts experiences within our region and beyond. It is one of six regional arts organizations in the United States and works in close partnership with the National Endowment for the Arts and its member state and jurisdictional arts agencies.

Mid Atlantic Arts is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Mid Atlantic Arts provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law.

Mid Atlantic Arts is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.

To learn more, visit [www.midatlanticarts.org](http://www.midatlanticarts.org)