



## **Programs and Services Officer Job Description**

Full Time, Exempt  
Reports to: Chief Executive Officer  
Starting Salary: \$40,000 and full benefits package

The Programs and Services Officer is responsible for the development and implementation of key organizational educational programs and exhibitions. This position is also responsible for overseeing regional core services, including technical assistance workshops, information and referral, and needs assessment/cultural planning.

This position requires strong oral and written communication skills with strong attention to detail. Grant writing experience is preferred. Ability to perform multiple tasks within deadlines is expected. Bachelor's degree in Arts Administration, Art Education, English, Communications, Fine Arts or related area is desired. The selected individual will work within a small team of committed staff members who work together to achieve the goals of The Arts Federation.

### **Responsibilities:**

- Develops, implements, and oversees the After School Arts Program (ASAP), Gallery Exhibitions, Artist in Residence, ArtReach, and Regional Services programs.
- Serves as the staff liaison to TAF standing committees as directed by the CEO.
- Works collaboratively with staff to provide content for the marketing of programs and services to which this position serves as lead.
- Provides grants development assistance to the CEO, as needed.
- Develops and builds relationships with key educators and community leaders to share ideas and identify collaborative opportunities for K-12 curricula, educational goals, and institutional programs.
- Conducts regional constituent-based needs assessments and implements results-driven technical assistance workshops for both arts organizations and artists.
- Provides individual consultation services as requested by art organizations, schools, individual artists, and the public.

- Promotes the role of the arts in the region through core services and arts advocacy.
- Other duties as assigned.

### **Employment Standards**

Education:	College degree required. Concentration in Arts Administration, Arts Education, Fine Arts or Communications preferred.
Required Skills:	Must have initiative, be a self-starter, quick learner, highly organized, detail oriented, articulate individual. Polished presentation and interpersonal skills. Must possess strong writing skills. Needs good knowledge of Windows-based computer applications and familiarity with Constant Contact, WordPress, and the Adobe Creative Suite.
Special Skills:	Background in grants administration and grant writing a plus.