



## **Programs Officer Job Description**

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

The Programs 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. The ability to perform multiple tasks within deadlines is expected. Bachelor's degree in Arts Administration, Art Education, English, Communications, Fine Arts, or a 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, Visiting Artist Program, and ArtReach Instrument Lending Library.
- 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 grant 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.
- Maintain positive and timely communications with all program participants
- Oversee the development of a marketing timeline for all programs
- Maintain inventory records for ARTreach program
- Facilitate the ARTreach program to adequately fulfill student needs
- Conduct ARTreach instrument audits (bi-annual)
- Schedule ASAP classes (bi-annually)
- Recruit and Supervise ASAP instructors
- Facilitate ASAP Faculty meetings (bi-annually)
- Facilitate selection of artwork for gallery exhibitions at TAF (annually)
- Facilitate installations of artwork and the development of related programming (monthly)
- Develop and schedule a minimum of 3 technical assistance workshops (annually)
- Work collaboratively with staff to provide content for the marketing of programs and services to which this position serves as lead.
- Provide information and referral services
- 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. Must be proficient in Microsoft Office Suite.

### **Submission Instructions**

Interested applicants should send a cover letter, resume, and list of three references to The Arts Federation's Chief Executive Officer, Tetia Lee at [tetia@theartsfedearation.org](mailto:tetia@theartsfedearation.org). Priority consideration will be given to applicants that submit by August 15.