



POSITION announcement

Arts-Based Community Development Program Director (State of Mississippi Job Name: Branch Director II)
Mississippi Arts Commission (Hinds County)

BACKGROUND

The Mississippi Arts Commission (MAC) is the state's official grant-making and service agency for the arts. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-member board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for nearly 50 years.

MAC is currently seeking an Arts-Based Community Development Program Director. This is a full-time, permanent position with the state. This staff member oversees a number of grant programs and special initiatives related to projects and organizations that utilize the arts in community development.

COMPENSATION

The annual salary for the position is \$39,362.72. Benefits include health insurance, participation in the state employee retirement plan, and personal and medical leave.

POSITION DUTIES

- Manage the Community Development grant programs, including grants to organizations and individual artists. This work includes recruiting and providing technical assistance to applicants, overseeing application review panels, conducting site visits, and processing reports submitted by grantees.
- Develop and oversee special initiatives related to community arts and development, such as projects exploring the relationship between arts and aging as well as literature. This includes identifying funding opportunities and management of grants supporting this work.
- Oversee MAC's Creative Economy Initiative, including working with existing MAC partners to encourage economic development related to the arts and creativity.
- Work with other MAC program directors to provide general information and assistance on the agency's grant programs and services to Mississippi residents
- Develop and maintain partnerships with like-minded public agencies and non-profit organizations to encourage community development through creative work.
- Review current research on community arts participation, share with MAC staff and constituents. Work to

incorporate the information into the program and agency-wide initiatives.

- Attend local, regional, and national meetings on community arts and development issues and disseminate the information gathered within Mississippi.
- Assist other MAC staff members with agency-wide initiatives, including the Governor's Arts Awards, Day at the Capitol, and other special programs.

REQUIRED EDUCATION/WORK EXPERIENCE

Following are the required levels of education and work experience for this position, as set by the Mississippi State Personnel Board:

A Master's Degree from an accredited four-year college or university and five years of experience in the special experience defined below, one year of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university and six years of experience in the special experience defined below, one year of which must have included line or functional administrative or advanced technical supervision.

OR

Graduation from a standard four-year high school or equivalent (GED) and ten years of experience in the special experience defined below, one year of which must have included line or functional administrative or advanced technical supervision.

NON-REQUIRED BUT DESIRABLE SKILLS

- Experience working in a community-based arts organization
- Project or grant management experience
- Experience working with professional artists
- Highly developed public speaking skills
- Experience developing and managing projects in partnership with other organizations
- Demonstrated proficiency in writing for general audiences.

HOW TO APPLY

Please send a cover letter, resume and a list of three references (with full contact information) to info@arts.ms.gov no later than July 14, 2017.

Applicants are also required to apply for the position through the "Job Seekers" section of the Mississippi State Personnel Board's website (www.mspb.ms.gov). The position will be listed on the site by July 7th. Please contact MAC for updates on this posting, if needed.

The position will be listed as "Branch Director II" based in Hinds County in the listings on the site. If there is more than one Branch Director II position listed on the site, check for mention of MAC in the "Agency Information" section of the listing. **MAC is not allowed to interview applicants who have not submitted an application through the State Personnel Board system.**

We are an equal employment opportunity.