



POSITION announcement

Whole Schools Initiative 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 arts granting and service agency. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen person board. MAC has a long history of providing grants and services to Mississippi's arts and cultural organizations and individual artists. The agency has also been deeply involved with advancing the importance of arts education in Mississippi schools for more than 20 years.

MAC is currently seeking a full-time director for its Whole Schools Initiative (WSI). WSI is an arts education program that helps teachers and administrators use the arts to enhance learning across the school curriculum. For details on WSI, visit the initiative website: www.mswholeschools.org.

COMPENSATION

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

POSITION DUTIES

- Design and implement various training events, including the WSI Summer and Winter Institutes, as well as other professional development opportunities for participating schools
- Recruit and manage presenters and other consultants working in the program
- Give presentations on the program and arts integration to potential schools and community groups
- Attend state, regional, and national conferences on arts education and disseminate the information to Mississippi schools
- Research current arts education trends and provide the information to program participants
- Oversee the application process for the program, including recruitment, assistance to applicants, and evaluation of applications
- Work with MAC's Communications Director to develop materials to promote the program and transmit information effectively to program participants
- Create and manage the budget for the initiative
- Research funding opportunities for the program, write grant proposals, and manage grants awarded

- Create and oversee evaluations of the program
- Maintain accurate records for all schools
- Manage content for program website and social media in partnership with the MAC Communications Director
- 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 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 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 administrative or advanced technical supervision.

Non-Required but Desirable skills MAC is seeking in applicants:

- Degree in Education, Arts Education, arts management, or a related field
- Understanding of the K-12 educational environment
- Working knowledge of arts education and arts integration
- General knowledge of the major arts disciplines
- Experience developing partnerships
- Event planning and management experience
- Experience presenting to a wide range of audiences
- Experience in a team-based work environment
- Grant writing and management experience
- Experience working with people of different backgrounds

HOW TO APPLY

Please send a resume and a list of three references with contact information to info@arts.ms.gov no later than July 28, 2017. Applicants are also required to apply for the position through the "Job Seekers" section of the Mississippi State Personnel Board's website at www.mspb.ms.gov. The position is listed as "Administrative Assistant V" located in Hinds County in the listings on the site.

If there is more than one Administrative Assistant V position listed on the site, check for mention of Arts Commission in the "Agency Information" section of the listing. MAC cannot interview applicants who have not submitted an application through the Personnel Board's system.

We are an equal employment opportunity.