



POSITION announcement

Arts Industry Program Director and Accessibility Coordinator 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.

The agency is currently seeking an Arts Industry Program Director/Accessibility Coordinator. This is a full-time, permanent position based at MAC's office in Jackson. The Arts Industry staff person manages grants to organizations and individuals and serves as the Accessibility Coordinator (focusing on efforts related to the Americans with Disabilities Act) for the agency.

COMPENSATION

The annual starting salary for the position is \$39,362. Applicants who exceed the minimum qualifications of the position (as set by the State Personnel Board) may be eligible for an additional amount above the starting salary. The position also includes personal and medical leave, participation in the state employee retirement plan, and health insurance. The agency also offers optional benefits including life insurance, dental, and vision plans.

POSITION DUTIES

- Coordinate MAC's Arts Industry grants programs, including grants to organizations and individual artists. This includes recruiting and providing technical assistance to applicants, overseeing review panels, conducting site visits, and reviewing final reports.
- Work with other MAC program directors to provide general information and assistance on the agency's grant programs and services to Mississippians.
- Recruit individual artists for inclusion in general MAC programs and initiatives, including the Artist Roster, the Governor's Awards, artist training workshops, and other agency-wide programs and initiatives.
- Serve as the agency's Accessibility Coordinator. This includes staying current on issues related to the Americans with Disabilities Act (ADA), serving as MAC's representative for national meetings and trainings offered by the National Endowment for the Arts, as well as offering training on ADA for MAC staff and grantees.
- Develop and manage ongoing professional development and networking opportunities for Arts Industry program grantees and individual artists.

- Serve as the agency liaison to the state presenters' network, assisting them with their efforts to connect arts presenters throughout the state, as well as informing the group about regional and national presenting opportunities.
- Oversee MAC's work related to emergency preparedness issues for arts organizations and artists in the state. This could include promoting MAC's preparedness materials, as well as developing training opportunities for grantees and MAC staff.
- Assist other MAC staff members with agency-wide initiatives, including the Governor's Awards, Day at the Capitol and other special programs
- Serve as a representative of MAC by giving public presentations on the agency's overall mission and 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 MAC is seeking in applicants:

- Experience working with professional artists
- Experience in working with organizations and individuals that support and promote careers in the arts for people with disabilities
- Experience in working with performing arts presenters
- Project management experience

HOW TO APPLY

Please send a cover letter, resume and a list of three references (with contact information) to info@arts.ms.gov no later than **April 17, 2018**.

Applicants are also required to apply for the position through the “Job Seekers” section of Mississippi State Personnel Board’s website (www.mspb.ms.gov). The position is listed as a “Branch Director II” position (based in Hinds County) in the listings on the site. Please contact MAC if you are not able to find the listing. MAC is not allowed to interview applicants who have not submitted an application through the Personnel Board’s system.

We are an equal employment opportunity.