



POSITION announcement

Special Initiatives Director (State of Mississippi Job Name: Special Projects Officer III)
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 more than 50 years.

MAC is currently seeking a Special Initiatives Director. This is a permanent, full-time position with the agency. This staff person manages the administrative duties required for assisting the Executive Director, as well as managing a portfolio of grants programs and special initiatives.

COMPENSATION

The annual salary for this position is \$31,201. An applicant who exceeds the minimum qualifications for the position (see "Required Education/Work Experience" on page two) may be eligible for an additional percentage above this. Benefits include health insurance through the state employee plan, participation in the state retirement plan, and personal and medical leave.

POSITION DUTIES

- Provide administrative support to the agency's Executive Director including managing the ED's schedule, travel, and social media.
- Perform administrative tasks for the agency including answering the agency's main telephone, receiving visitors and deliveries, and processing incoming mail.
- Serve as the primary point of contact for MAC's Board of Commissioners. This includes working with the board chair and ED on planning the meetings, assembling reports, assisting board members with items related to the board meetings, and drafting meeting minutes.
- Oversee MAC's Artist Roster program. This includes tracking the members' end dates on the Roster, working with other staff on reminders to artists who need to re-apply, and working with the Communications Director to update and revise the list annually.
- Manage a portfolio of grant programs for a group of individual artists as assigned by the Executive Director. Related to this assignment, MAC is especially interested in candidates who have visual arts training or

experience working with visual artists.

- Serve as the program manager for a group of special initiatives as assigned by the Executive Director. Initiatives managed by this staff person in the past include the Mississippi Writers Trail and a program focused on communities who have not received a MAC grant for several years.
- Support the Systems Administrator and Director of Grants with processing incoming grant reports or paperwork.
- Collaborate with other MAC staff on producing 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 three years of experience in work related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university and four years of experience of experience in work related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED) and eight years of experience in the of experience in work related to the described duties.

Substitution Statement

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

HOW TO APPLY

Please send a resume and a list of three references (with contact information) to info@arts.ms.gov no later than November 25, 2019. 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 is listed as "Special Projects Officer III" located in Hinds County in the listings on the site.

If there is more than one Special Projects Officer III 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.