



# MISSISSIPPI ARTS COMMISSION

## Position announcement Executive Director Mississippi Arts Commission

### 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 Executive Director. The executive director reports to a 15-member board of directors appointed by the governor with budget and budget oversight by the Mississippi State Legislature. The executive director is responsible for managing an 11-member professional staff which administers grants programs and develops and manages programs in arts administration, arts education and arts-based community development. The executive director is responsible for managing an annual budget of approximately \$3 million derived from state, federal and private funding. The executive director is responsible for strategic planning, public speaking, grants administration, business management and partnership development and other duties associated with an agency director.

### Compensation

The annual salary for the position will be considered based on experience. Benefits include health insurance, participation in the state employee retirement plan, and personal and medical leave.

### Position Duties

- Establishes vision, goals, and work plan for 11 member staff.
- Manages 11 member staff with bias toward collaboration, action and results.
- Works with state legislature, other governmental agencies and private entities to secure funds to support the work of the Mississippi Arts Commission.
- Serves as leader and spokesperson for agency programs and initiatives.
- Meets with state leaders to advocate for the arts and arts initiatives.
- Works in partnership with other state agencies and state, regional, or national entities to develop collaborative programs in the arts. Builds coalitions to achieve goals.
- Develops and manages annual budget of agency.



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- Develops and executes strategic plan.
- Oversees grant program.
- Engages in public speaking at events and meetings throughout the state or nation.
- Travels to towns throughout Mississippi to meet with local partners, arts leaders, and civic leaders to promote community development through the arts and the creative economy.
- Serves as Mississippi's arts advocate at community, state, and national level.
- Works with 15-member Board of Directors to develop strategy, policy, and advocacy initiatives for the Mississippi Arts Commission. Is responsive to advice and guidance from the Board.

### **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 an arts-related field.

**OR**

A Bachelor's Degree from an accredited four-year college or university and six years of experience in an arts-related field.

### **non-required but desirable skills**

- Proven record of visionary and creative thinking and leadership.
- Proven record of experience and advocacy in the arts.
- Demonstrates understanding of Southern culture or rural experience.
- Demonstrates creativity in professional and personal life.
- Proven record of effectiveness in managing, motivating and mentoring staff.
- Proven experience in strategic planning and goal setting.
- Proven record of executing projects.
- Experience in developing and managing budget.



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- Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with staff, board of directors, legislature, foundations, artists, donors and potential donors and the diverse public served by the commission.
- Excellent written and verbal communication skills, including public speaking, to interact with a wide range of constituencies.
- Advanced skills to create and deliver informational and persuasive presentations to legislative, foundation and public audiences.
- Analytical and problem solving skills with a bias toward action and timely execution.
- Ability to use appropriate judgment, independent thinking and creativity when resolving issues.
- Ability to effectively handle challenging situations and manage multiple projects and priorities.
- Ability to use personal computer applications, word processing and other managerial software applications.
- Willingness to travel.

### how to apply

Please send a cover letter, resume and a list of three references (with full contact information) to [MSArtsCommissionED@gmail.com](mailto:MSArtsCommissionED@gmail.com) no later than September 30, 2022.

The Mississippi Arts Commission is an equal employment opportunity.