



## **ARTS EDUCATION & REGIONAL SERVICES DIRECTOR Job Description**

Full Time, Exempt  
Reports to: Chief Operating Officer

The Arts Education & Regional Services Director (AERSD) is responsible for the overall development and implementation of key organizational educational programs, exhibitions, and grant programs. This position is also responsible for overseeing regional core services, including technical assistance, information and referral, grants making, and needs assessment/cultural planning.

This position requires strong oral and written communication skills with strong attention to detail. Grant writing experience is preferred. Ability to perform multiple tasks within deadlines is expected. Bachelor's degree in Arts Administration, Art Education, English, Communications, Fine Arts or related area is desired. The selected individual will work within a small team of committed staff members who work together to achieve the goals of the Tippecanoe Arts Federation.

### **Responsibilities:**

- Develops, implements, and oversees the After School Arts Program (ASAP), Gallery Exhibitions, Artist in Residence/Visual Artists Exchange, ArtReach, Regional Services programs, and Mural Program.
- Serves as the appointed liaison between the Tippecanoe Arts Federation and the Indiana Arts Commission (IAC) and manages all aspects of the IAC Regional Partner grants program for Region 4.
- Serves as the staff liaison to the board's Education and Research Committees.
- Works collaboratively with staff to provide content for the marketing of programs and services to which this position serves as lead.
- Provides grants development assistance to the Executive Director, as needed.
- Develops and builds relationships with key educators and community leaders to share ideas and identify collaborative opportunities for K-12 curricula, educational goals, and institutional programs.
- Organizes and convenes all regular meetings of the Regional Advisory Council and recruits members as needed to maintain fourteen county representation.
- Conducts regional constituent-based needs assessments and implements results-driven technical assistance workshops for both arts organizations and artists.
- Provides information and referral services, in part, through the direct oversight and use promotion of the Arts Education and Activity Resource Guide and Arts Intersect.
- Provides individual consultation services as requested by art organizations, schools, individual artists, and the public.

- Promotes the role of the arts in the region through core services and arts advocacy.
- Other duties as assigned.

### **Employment Standards**

- Education: College degree required. Concentration in Arts Administration, Arts Education, English, Fine Arts or Communications preferred.
- Required Skills: Must be a self-starter, quick learner, highly organized, detail oriented, articulate individual. Polished presentation and interpersonal skills. Must possess strong writing skills. Needs good knowledge of Windows-based computer applications.
- Special Skills: Background in grants administration and grant writing a plus.

### **Submission Instructions**

Interested applicants should send a cover letter, resume, and three referenecs to the Tippecanoe Arts Federation's Chief Operating Officer, Ann Fields Monical, at [coo@tippecanoearts.org](mailto:coo@tippecanoearts.org) no later than June 30, 2017.