

Expansion Arts Program Coordinator 2017-2019

Supported by a collaboration among the Rhode Island Foundation, the Rhode Island State Council on the Arts, and the Rhode Island Council for the Humanities, the Expansion Arts Program (EAP) offers funding and organizational assistance to community-based, culturally diverse arts and cultural organizations.

EAP supports small organizations whose programs and missions center on the cultural practices and traditions of Rhode Island's diverse peoples. It provides the skills and tools these organizations need to grow as equal partners in the Rhode Island arts and cultural community. In seeking to build the capacity of these organizations, the EAP recognizes the broader role they play in strengthening their communities including cultural preservation, education, and youth development.

The collaboration that supports EAP seeks a consultant to serve as a coordinator ensuring that grantees have the resources they need to achieve the Program's goals. While many responsibilities are of an administrative nature, the Program Coordinator will also help the grantees build relationships with one another and with other key arts and culture organizations, to strengthen their resilience, their audience reach, and their sustainability. Further, the Program Coordinator will work with the three funding organizations to enhance collaboration, strengthen Expansion Arts' organizational structure, and build leadership and best practices.

Responsibilities

The Program Coordinator will:

- Assist Expansion Arts grantees in identifying their technical assistance needs.
- Act as a liaison between grantees and the Rhode Island Foundation to ensure that grants are processed in a timely manner.
- Work with funder staff in preparing location, catering, and materials for quarterly workshops.
- Design one gathering per year for grantees to enhance relationships among grantees, Expansion Arts alumni, and other organizations.
- Help to coordinate attendance at local and regional relevant arts and culture conferences.
- Design and produce limited promotional material, e.g. postcards.
- Meet bi-monthly with the funding team to maintain links between the funders and on-the-ground work of Expansion Arts and regularly meet with supervisor/mentor from the funding team.
- Connect grantees to the subject-area consultants.
- Connect grantees to other resources.
- Meet at least monthly with each grantee.
- Convene subject matter consultants as needed.
- Collaborate with grantees to develop a performance or other event to occur in Year 3.
- Maintain google drive including current grantee and program documents and relevant historical materials on Expansion Arts alumni organizations.
- Collaborate with RI Foundation staff to ensure that material on the EAP web page is current.
- Submit a written report on EAP's progress, including reports from grantees, once a year and distribute among the funders.
- Arrange periodic meetings between funders and grantees.

- Regularly convene funder program staff to discuss issues of equity in arts and humanities grant-making.

Qualifications

- Experience with arts / humanities organizations and grant making / seeking.
- Bachelor's degree or equivalent experience.
- Knowledge of the arts, culture, and humanities landscape in Rhode Island.
- Knowledge of capacity-building resources available to arts, culture, and humanities organizations.
- Experience in providing workshops, technical assistance, and other means of building capacity in small and mid-sized organizations.
- Demonstrated cultural competency in working with diverse organizations and individuals.
- Ability to organize time and resources efficiently and effectively.
- Knowledge of photoshop, illustrator, publisher a plus
- Excellent writing and verbal English language skills.
- Fluency in Spanish is preferred.

As a consultant, the Program Coordinator will be expected to:

- Manage her/his time.
- Provide the equipment to perform daily tasks (e.g., telephone, computer, and printer).
- Have the ability to work off-site at appropriate location with access to Internet and telephone.
- Maintain communication with subject matter consultants, Expansion Arts participants and funding team.

This consultancy is part-time at 20 hours per week. Transportation and related expenses are reimbursed. This is a 12-month contract open to renewal based on success of program meeting stated purpose and goals.

Applicants should send their resume and cover letter by January 20, 2017 to:

Carole Ann Penney
Associate Director
Rhode Island Council for the Humanities
caroleann@rihumanities.org

Subject line should say: Expansion Arts Program Coordinator Application--[name]