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Position Title: Nonprofit Arts Administrator and Community Engagement Initiator

Immediate Supervisor: President and Chief Executive Officer
Work Schedule: 9 a.m. to 5:30 p.m. / Some hybrid work schedule available post-training
Position Status: Full Time/Exempt Position

Chapman Cultural Center is a mission-driven organization dedicated to supporting arts and cultural activities for all Spartanburg County residents. As a people-first organization, we prioritize staff well-being, work/life balance, and inclusivity. Driven, motivated, and passionate, staff works collaboratively across departments and within the community to further our mission of promoting a full creative life for all. We encourage applicants interested in nonprofit administration, supporting the artist community, and working in a collaborative space, to apply. www.chapmanculturalcenter.org

Primary Position Description

The Nonprofit Arts Administrator and Community Engagement Initiator provides support to the President/CEO and the Board of Directors to provide seamless administrative operation and supports the President/CEO with community engagement and creating connections to underserved audiences and creatives.

Description of Work / Primary Job Responsibilities:

Assist President/CEO – 30%

- Schedule and coordinate ongoing lunches, meetings, etc. with staff, donors, supporters, constituents, and networking contacts.
- Assist with creating documents, spreadsheets, and presentations, and proofread correspondence, reports, or other data to identify errors.
- Maintain hard copy and electronic files. Maintain contact lists and organize mail in Outlook
- Assist with Department Head meetings and help with festivals or other events as needed by Organization.

Provide administrative and event support to Trustees – 15%

- Schedule and coordinate all Board of Trustee and Executive Committee meetings, plus some Committee meetings as directed by President.
- Support Board Committees as needed.
- Prepare Agenda and send reminders 10 days prior to a meeting and include appropriate minutes and financial statements.
- Attend all Board or Executive Committee meetings and take meeting minutes.

Marketing/Outreach – 40%

- Serve as an ambassador of the organization through both in-person events and digital outreach
- Assist marketing staff in basic updates of online calendar
- Utilize email marketing software to promote special events and initiatives
- Coordinate event registration and correspondence for CCC special events (calendar invitations, agendas, etc)
- Identify and track community groups for potential collaboration and outreach
- Assist with operational and programming at Mayfair Artist Studios

Education Program Duties - 15%

- Updating school directory and maintain lists of educational partners. Also, assist in tracking and payments to schools participating in residency/in-school performance programs.
- Helping assemble and writing supplemental materials for education grants including grants to South Carolina Department of Education
- Helping coordinate annual June STEAM Institute- contracting, ordering supplies, managing grant records/reporting

Qualifications

The successful candidate will be an individual who builds authentic relationships and values frequent engagement with diverse stakeholders. This individual will be resilient and flexible in addressing challenges and embracing opportunities; they will have a commitment to community engagement and a passion to collaborate with a wide range of artists and other professionals and promote accessibility and creativity throughout the region.

Other key competencies include:

- Teamwork -Creating a sense of purpose and direction and cooperating with others to meet objectives. Diplomacy and Understanding Others - The thoughtfulness to effectively and tactfully address difficult and sensitive issues, while understanding the uniqueness and contributions of others.
- Personal Accountability and Resiliency - The dependability to answer for personal actions with a willingness to quickly recover from adversity and embrace new strategies without becoming discouraged.

Pay: \$38,000-\$40,000 FT

Benefits: Health insurance, 401K matching plan, Paid Time Off (PTO) accrual package, and flexible work schedule

To apply, submit a resume and cover letter to DMayer@Chapmanculturalcenter.org. Applications materials will be accepted until the position is filled. Applications will be reviewed on a rolling basis.

For priority consideration, please submit application documents by November 21st, 2022.

Chapman Cultural Center is a welcoming and inclusive environment and values a broad range of perspectives and backgrounds.