Position Title: Director of Programs & Community Engagement
Job Type: Full-time, Hybrid-Remote
Classification: Exempt, will include some weekends, evenings, and over-night travel
Salary: $50,000 Annual, Paid Monthly, Annual Bonus on merit, per budget
Reports to: Executive Director
Location: Nashville, Tennessee

Summary of Duties and Responsibilities:
Tennessee Craft is seeking a Director of Programs & Community Engagement to execute statewide artistic programs and initiatives to deliver the mission and lead the organization in community engagement, outreach, community and program partnerships, artist professional development, membership, and program management and execution. Reporting to the Executive Director, this position is a key member of the leadership team developing strategies and implementing to advance the Tennessee Craft network, programs and the organization's mission, goals and values and vision, incorporating of and to different audiences and stakeholders. The director plans, researches and implements public and professional programs that strengthen craft art and artists as well as advances and preserves appreciation of craft art. Position requires the ability to interface with a variety of constituencies including donors, community partners, fellow arts and education organizations, contracted direct reports, members, and the general public.

Essential Duties and Responsibilities

• Plan, lead, and execute artist professional development programs and art educational programs. Currently includes an annual workshop, Master Artist Apprentice Program (MAAP), Lunch & Learn Professional Toolbox series, scholarships to artists which currently include Summer-study, Underrepresented, and Member-exclusive scholarships, in-person 2 x year in-person emerging and Kids’ Art Tent and emerging artist programs at outdoor craft art fairs in Nashville.

• Manage contracted coordinators

• Lead and execute current outreach education programs - Artists In Schools, and higher-ed Intro to Craft Careers and future education-based programs

• Plan, research and implement community engagement initiatives, outreach and relations, including community/public partner relations and recruitment, constituent recognition and promotion

• Support member and community events and initiatives in the interest of engagement, outreach, membership and fund- and friend-raising. Engage, present and integrate into communities, neighborhoods and events that offer diverse relationship-building and organizational awareness of culturally rich heritage-grown and/or rooted art and craft makers
• Manage historical projects related to organization or craft art broadly in Tennessee
• Plan, manage and execute membership program providing support, oversight, communications and member services. Elevate chapter members to levels professionally and in support of Tennessee Craft. Present annual chapter leadership retreat
• Develop and execute educational programs to expand impact of organizational exhibitions and events by integrating and executing craft educational and awareness initiatives and public experiences into events and exhibitions
• Manage and execute Tennessee Craft Week annual program with marketing staff
• Assist executive director and staff in advocacy initiatives
• Develop relationships w/organizations with shared mutual programming and/or operations benefit
• Maintain community engagement blog to tell stories, and timely share information on programs with staff for public publications, including social media, and funding applications
• Proactively support the Community Engagement Committee to initiate efforts that engage new audiences and intently forward DEI action plan and intent. Review organization's diversity metrics and plan, manage and execute. Maintain records and program evaluation data and statistics
• Manage the organization’s data record-keeping, primary through use of Salesforce system, and provide data integrations and data reports as the primary staff member “gatekeeper” of the CRM system
• Participate in strategic planning, program evaluation, budget and other financial processes, and serve on committees as pertinent to position
CAPABILITIES REQUIRED
• Superior interpersonal and communication skills; good listener and strong communicator, with strong writing and presentation skills
• Self-confident with a positive attitude and compassionate understanding of organization and needs of its constituents
• Proven ability to engage new and sustain existing relationships with members, donors, sponsors, patrons, partners, artists, and other stakeholders
• Self-starter, "connect the dots" for Tennessee Craft internal and external; strategic, long-range thinker, goal-oriented
• Efficient and effective time management, project management, multi-tasking skills. Attention to detail and time management; will seek help when needed
• Advanced technology skills and knowledge related to website updates and posts (WordPress), electronic newsletters (Mailchimp), Microsoft Office suite, Google suite of products and apps, Salesforce or similar CRM systems and/or related tools/software, as well as ease in adapting to new technology
• Ability to work with diverse populations, demonstrating cultural competency and community awareness state-wide
• Ability to provide the organization with accurate and timely data, reports and analytics to assist in data-driven decision making, planning and sharing
• Ability and flexibility to travel state-wide as appropriate to position
• Passion for mission and handmade craft art, and understanding of needs of constituents
• Experience or desire to work with a small, but highly competent staff team, exemplifying positive interactions for the mutual benefit of the team

EDUCATION and EXPERIENCE
Required:
• Bachelor’s degree, or commensurate professional experience

Preferred:
• Experience working within the nonprofit sector a plus, ideally in the arts and culture sector
• Previous art management or arts professional experience
• Experience in program and service delivery
• 2 years administrative or related experience
• Works under pressure with grace and humor

Benefits
Flexible schedule
Hybrid-Remote work using own sufficient technology resources
Annual bonus based on merit, per budget
Medical insurance availability pending insurance requirements
Paid time off
24/7 on-site office parking
Collaborative work environment and culture

Environmental Conditions and Physical Demands
Office is located in the Berry Hill area of Nashville, TN. Work requires sitting and working at a computer. Work requires periodic stamina, strength, and physical labor, especially during events, such as at our two bi-annual outdoor craft fairs. Lifting up to 25 pounds, primarily during event execution, may be required.

**Position Type/Expected Hours of Work**

Average 40 hours/week. This is a full-time position. Regular availability is 9:00am – 5:30pm CST; however, position may work flexible hours, especially when occasional weekends and evenings for events, fairs, retreats and/or other special activities are required.

This position offers the possibility of working remotely, with the addition of occasional scheduled on-site presence.

**Other Duties**

Tennessee Craft has a small staff that is responsible for accomplishing a wide array of tasks. It is expected that all employees will function as part of a close-knit team and assist one another with tasks as needed.

Herewith is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**ABOUT TENNESSEE CRAFT**

Tennessee Craft champions the fine craft movement by supporting growth and creative expression for all artists, building a platform for high-quality craftsmanship and reinforcing the importance of fine craft for the entire state. As a nonprofit, we rely on the help of talented artists, supportive donors, committed sponsors and volunteers to serve creators and the community. We value staff diversity in all forms, and actively encourage people from a variety of backgrounds, origins, and experiences to enrich the organizational mission and culture.

Since 1965 we have preserved and advanced the rich history and tradition of Tennessee craft. Grounded in our state's handmade heritage, we offer multiple stages for today's artists to showcase their work to those engaged in the fine craft arts community.

One-of-a-kind work shines at our spring and fall craft fairs, biennial exhibitions showcasing the best of Tennessee Craft, community artist demonstrations, professional development workshops, the Master Artist Apprentice Program and more.

Learn more by visiting: tennesseecraft.org

**TO APPLY**

Submit a cover letter telling how your skills and experience meet the requirements of the position, your resume, and a minimum of two professional references to the Tennessee Craft Executive Director at execdirector@tennesseecraft.org. No phone calls, please.

Tennessee Craft is an Equal Opportunity Employer.