

## **Inclusion and Community Engagement Manager**

### **Position Summary:**

The High Point Arts Council seeks to hire a full-time Inclusion and Community Engagement Manager. This position reports to the Executive Director and is responsible for managing programming, part-time staff, and volunteers. Interested applicants must have a passion for arts education, love people of all ages, be a strong relationship builder, excellent listener, and knowledgeable of inclusive best practices. An ideal candidate takes initiative, is innovative, and has both creative and inclusive ideas to expand programming. The Inclusion and Community Engagement Manager must have a flexible schedule and be able to work nights/weekends in addition to office hours. Salary range for hiring is \$35,000-40,000 with benefits based on a 40-hour week.

### **About the High Point Arts Council (HPAC):**

Since 1962 the Arts Council has served the arts needs of the community. The High Point Arts Council (HPAC) works to unite, excite, and ignite the arts in greater High Point through arts programming and funding opportunities. HPAC's mission is to enrich lives through the arts. Our vision is to create a community where art unites people from all walks of life.

The High Point Arts Council is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

HPAC aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on communicating and sharing the rich diversity of our perspectives, backgrounds, and experiences. To achieve this exchange, it is essential that all members of the community feel safe, welcomed, heard, and most importantly, that they belong. All members of our staff, volunteers, and board have a responsibility to uphold these values.

### **Job responsibilities include:**

- Planning and implementing all arts community engagement and education programs, such as but not limited to, Arts Splash, Pullman Poet Society, John Coltrane Jazz Workshop, Songwriters Circle, Day in the Park, and more.
- Hiring a diverse selection of artists, crafters, musicians, and other performers for arts programs, preparing artist contracts, working with licensing, and managing payment for services.
- Developing partnerships with community organizations, schools, and local artists.

- Recruiting, training, supervising, and scheduling volunteers.
- Collaborating with the Executive Director to implement new program ideas, write grants, and maintain budgets for arts programming.
- Assessing and evaluating programming, conducting community needs assessments, and analyzing inclusive efforts.
- Continually educating oneself in best practices for accessibility, diversity, and inclusion and implementing these practices in community programming.
- Supervising, scheduling, and hiring part-time event staff such as, but not limited to, summer camp counselors, audiovisual technicians, box office staff, set-up/clean-up crew, and wait staff.
- Recruiting participants and maintaining registration for arts programming and summer camps.
- Communicating with arts participants regarding scheduling and event dates.
- Tracking revenues and expenses for all arts programs and reconciling cash and credit transactions after events.
- Promoting programs and related events via press releases, social media, and distribution of print materials.
- Other duties as assigned.

**Minimum Qualifications:**

- Applicants must have at least a four-year degree ideally in arts administration, event planning, parks and recreation management, or an arts related field. Equivalent years of experience will also be considered.
- Applicants must value inclusion and the arts.
- Ability to work evening and weekend hours, based on the needs of daily business operations.
- Detail-oriented with a strong ability to work under pressure to meet strict and fluid deadlines.
- Ability to keep a positive attitude, have excellent customer service, take initiative, organize, motivate staff, problem solve, delegate, follow-up, communicate, be a self-starter, and receive constructive feedback.
- Excellent oral and written communication skills. Proficiency with Microsoft Office applications (Outlook, Excel, Word, etc.).
- Must complete Responsible Alcohol Seller's Training in the first 90 days.

### **Preferred Qualifications**

- Grant writing experience preferred.
- Two years' experience in planning and coordinating arts events preferred.

### **How to Apply:**

All interested applicants should send their resume, cover letter, and three professional references to Allie Arpajian, Executive Director of the High Point Arts Council, at [director@highpointarts.org](mailto:director@highpointarts.org). Should you need special accommodations, please do not hesitate to reach out. Applications representing marginalized groups are highly encouraged to apply. No telephone inquiries please, unless you are requesting accommodations. **Applications are due by January 15, 2024** with interviews being set up on a rolling basis until the position is filled.