

## **Bradford County Regional Arts Council Job Description**

**Title:** Northern Tier Partnership Arts in Education/Pennsylvania Partners in the Arts Director

**Responsible to:** Executive Director

**Hourly Wage:** Hourly variable

**FSLA Status:**

### **Summary**

The Northern Tier Partnership Arts in Education (NTPAIE) and Pennsylvania Partners in the Arts (PPA) Director has responsibility for all programmatic aspects of the Northern Tier Partnership for Arts in Education Artist in Residence (AIR) and PPA re-granting programs. The NTPAIE and PPA are partnership programs of the Bradford County Regional Arts Council and the Pennsylvania Council on the Arts (PCA). The NTPAIE/PPA Director recruits and acts as liaison with regional PCA Directory artists as well as potential and participating AIR schools within the NTPAIE region. The NTPAIE/PPA Director is responsible for all paperwork related to the re-granting program and to the AIR program as well as for promotion of open dialogues with artists and schools. The NTPAIE/PPA Director reports directly to the Executive Director, and works closely with the Bradford County Regional Arts Council office staff to support the organization and all its Arts in Education programs.

**Education:** Bachelor of Arts is required for this position.

**Experience:** Two years' experience in a program coordination role, preferably in an arts or educational setting. Previous arts in education program experience is a plus. Demonstrated supervisory, organizational and customer service skills are necessary. Position requires interaction with internal and external stakeholders in a cooperative and professional manner. Basic Microsoft Office skills and familiarity with computer systems required.

### **Essential Functions**

- **Administrative:**
  - Document residency work through required PCA paperwork and reports and collect quality photos
  - Oversee Quarterly meeting of the AIE advisory committee whose members represent all counties from the NTPAIE service area
  - Consult with committee on policy issues, request recommendations for improvement and encourage promotion of AIE programming
  - Create and administer an annual newsletter ("The Connector") to keep artists, advisory committee members and AIE State Partners current on NTPAIE and PPA updates, policy changes, artist 'happenings,' etc.
  - Attend PCA State Partner meetings throughout the state for the NTPAIE and PPA programs
  
- **Programming:**
  - Establish communications with educators, administrators, community organizations, artists and associated schools, community groups, and arts groups to promote the Artist in Residence Program in the Northern Tier Region
  - Recruit qualified artists from throughout the service area for inclusion in the PCA statewide Artist Directory
  - Conduct professional development and informational workshops for Directory Artists and educators
  - Periodically evaluate Artist Residency program to determine impact throughout the region

- Conduct Directory Artist evaluations to determine participation in program and effectiveness of residencies
- Oversee and facilitate the Poetry Out Loud competition for the AIE partnership region
- Annually review all documents and policies to insure compliance and accuracy
- **PA Partners in the Arts:**
  - Coordinate PA Partners in the Arts Grant Program in partnership with the PA Council on the Arts throughout the designated counties
  - Provide grant writing assistance to potential applicants
  - Assemble and administer grant review panels
  - Organize and host annual awards ceremony
  - Ensure applicant and BCRAC proper reporting to PA Council on the Arts
- **Other duties as assigned.**

This position requires effective communication skills to facilitate communications between Residency Hosts and Artists in Residence. The NTPAIE/PPA Director is expected to attend BCRAC Office Staff meetings. The individual must be available to work under deadlines and be available to travel to off-site residency locations throughout the seven counties (Bradford, Tioga, Lycoming, Sullivan, Wyoming(W), Columbia and Montour).

**Physical Requirements**

Position requires normal bending, lifting, sitting, standing and lifting no more than 40lbs on an independent, infrequent basis.

NTPAIE/PPA Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_