



The Creamery Arts Center
411 N. Sherman Parkway
Springfield, MO 65802
417-862-2787(ARTS)
www.SpringfieldArts.org

The Springfield Regional Arts Council (SRAC) seeks qualified candidates for the position of Director of Programs and Exhibitions. Interested applicants should email a cover letter explaining interest in and qualifications for the position along with a resume by Monday, July 17 to Leslie Forrester, Executive Director, at LeslieF@SpringfieldArts.org. For more information about the position, review the job description below.

The SRAC, incorporated in 1978, connects people and the arts. It supports visual, performing, literary, and film/media arts organizations and artists within 27 counties, the largest outreach of any in the state of Missouri. The current mission of the SRAC is to transform lives and enrich our community through the arts. The SRAC also manages The Creamery Arts Center, which houses the offices of the SRAC, Springfield Symphony Orchestra, Springfield Ballet, Springfield Regional Opera, Springfield Community Center and Care to Learn, as well as a board room, classrooms, arts library, exhibition hall, film editing bays, shared costume and set design shops managed by the Springfield Little Theatre, and instrument storage.



JOB TITLE: Director of Programs & Exhibitions
DATE: June 2017
REPORTS TO: Executive Director

PRIMARY PURPOSE OF JOB

This position is responsible for establishing an educational presence in The Creamery Arts Center and in Jordan Valley Park as well as developing, promoting and carrying out community programs in partnership with other agencies.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Generate ideas and develop community programs in collaboration with the Executive Director.
- Determine the implementation steps and equipment/materials required to carry out programs and educational experiences.
- Maintain positive working relationships with Springfield Public Schools as well as regional schools and other program partners including the Springfield-Greene County Park Board.
- Research and identify funding opportunities to support SRAC's objectives; draft applications for grants or outside funding for appropriate programs.
- Oversee monthly exhibitions at The Creamery Arts Center including scheduling artists and art organizations, coordinating the reception, underwriting the event, providing representation on the First Friday Art Walk Advisory Board, and creating awareness/publicity for the event.
- Maintain corporate member and sponsorship relationships a related to programming and exhibitions.
- Oversee program functions of after-school programs, summer workshops, field trips, and regular public programming.
- Meet monthly with the Arts Education and Visual Arts Committees as well as coordinate the Sky Gallery Committee at the Airport.
- Actively participate in other exhibition projects and organizations such as Artsfest as approved by the Executive Director.
- Develop signage and publicity materials as needed in collaboration with the Executive Director including preparation of web-postings; take photos of participants in SRAC programs and obtain permission from participants to use photos in future marketing materials.
- Administer educational programs, including greeting children and parents, making them feel comfortable, directing them on the activity, and providing encouragement throughout the activity.
- Prepare letters, file, maintain participant database and perform light administrative work as requested.
- Maintain program guides and files for repeat programs.
- Provide set-up for programs/events such as obtaining and hanging wall ornaments, ensuring safety features such as outlet covers, etc.

- Direct and oversee activities of internship program including mentoring college and high school students to make better citizens.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity of principles and methods for curriculum in an educational setting.
- Strong understanding of art concepts, theory, techniques, genres and tools.
- Broad working knowledge of fundraising, resource development, and grant writing.
- Demonstrated understanding of philanthropy related to non-profit organizations.
- Skill to research and apply for grants through all possible venues.
- Proficient with Microsoft Office Suite including Word, Excel, Access, and Outlook.
- Ability to motivate self and others and provide leadership.
- Ability to think creatively and express written ideas.
- Ability to work with a diverse group of people and ability to relate to people in all levels of an organization and the general public.
- Ability to be compassionate, patient and promote an atmosphere that encourages learning and participation.
- Ability to build esteem while ensuring a safe and secure environment.
- Ability to perform complex activities efficiently.
- High attention to detail, strong organizational skills and excellent time management skills.
- Excellent verbal and written communications skills.
- Ability to multi-task and work well in a team environment.

CORE COMPETENCIES

Collaboration - *Working effectively and cooperatively with others; establishing and maintaining good working relationships.*

Building Trust – *Interacting with others in a way that gives them confidence in one’s intentions and those of the organization.*

Adaptability - *Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.*

Planning & Organizing - *Establishing courses of action for self and others to ensure that work is completed efficiently.*

Building Partnerships - *Identifying opportunities and taking action to build strategic relationships between one’s area and other areas, teams, departments, units, or organizations to help achieve business goals.*

Managing Work (includes Time Management) - *Effectively managing one’s time and resources to ensure that work is completed efficiently.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor’s Degree in the arts or education or related field or experience resulting in equivalent level of knowledge is required.
- Two to four years previous experience in event management, education/training, or arts administration preferred.
- Previous marketing or public relations experience is a plus.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see well enough to read documents, see computer screen, set up for events, and review marketing materials.				X
Hearing: Must be able to hear well enough to communicate with others.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area and at educational/community events.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick items up off the floor.		X		
Lifting/Pulling/Pushing: Must be able to lift 20 lbs. with or without reasonable assistance.		X		
Grasping/Feeling: Must be able to type and use tools, equipment, electronic devices and handle program materials.				X

Working Conditions

Normal working conditions in an office environment absent extreme factors. May be required to work evenings and weekends as required.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date