



**ArtsKC – Regional Arts Council  
Program Manager, Professional Development**

**OVERVIEW**

ArtsKC – Regional Arts Council is seeking a passionate team member to advance diversity, equity and inclusion through professional development training for arts administrators. This person must be a relationship-oriented, data-savvy communicator that will implement professional development training opportunities for part of ArtsKC’s Audience Development Practice including the Marketing Capacity Program (MCP) and the Audience Opportunity Tool (AOT). The Professional Development Manager will advance capacity building for individuals and not-for-profit arts organizations as they develop and diversify arts participation through training and investment.

This part-time, temporary position is responsible for logistics associated with key programs, as well as scheduling cohorts, acquiring instructors, and leading group sessions. The ideal candidate will have a deep understanding of diversity needs and audience development issues in the arts, trends and best practices in marketing and experience in adult learning and/or content development. Success in this role requires building and maintaining relationships with arts and cultural organizations, artists, and community partners. This position reports directly to the Director of Programs & Services and works collaboratively with the full ArtsKC team. This position is limited to 25 hours per week and is grant-funded through June 2022. There is potential to extend beyond the grant period based on performance and funding.

**DUTIES**

**Marketing Capacity Program**

- Plan and schedule training sessions
- Prepare educational material such as module summaries, videos etc.
- Conduct webinars, workshops, individual training sessions, etc.
- Monitor and present group and individual progress
- Identify and assess future and current training needs
- Grow the Marketing Consultant Pool - a list of individuals and agencies interested in providing expertise for workshops, webinars, and individual project work
- Work with the Programs and Communications teams to determine training needs

**Audience Opportunity Tool**

- Schedule and conduct training sessions to onboard arts organizations
- Provide ongoing support to organizations to best utilize the AOT
- Present the AOT to community groups
- Resolve any specific problems and tailor training programs as necessary
- Analyze use, feedback, and potential new data points to improve the AOT
- Work with ArtsKC team and partners to identify potential additions or changes to AOT

## **Additional Tasks**

- Assist in the development and full implementation of the Creative Leaders Program
- Attend weekly staff team meetings, track weekly progress reports
- Represent ArtsKC at various arts and business related events as needed
- Other work-related duties, as assigned

## **QUALIFICATIONS**

- A bachelor's degree and/or 3+ years of experience in training, adult learning, curriculum development, or not-for-profit programming
- Knowledge of needs assessment, research methods, and data analysis
- Experience working with subject matter experts, securing speakers, event and meeting management
- Strong emphasis on data collection and analysis to inform decision making
- Experience with e-learning software and/or instructional design
- Ability to track processes, interpret measurements, and adjust/refine as needed
- Ability to develop strong working relationships with internal and external partners
- Excellent verbal, written and presentation skills
- Knowledge of multiple languages is a plus
- Experience with accessibility and ADA compliance a plus
- Basic knowledge of Google Analytics, SEO, Photoshop, WordPress, etc.
- Experience in an arts-related, marketing agency or community development organization is preferred

## **CHARACTERISTICS**

- A passion for the arts and ArtsKC's mission
- Commitment to engagement, investment, diversity, and inclusion
- High emotional intelligence and interpersonal skills
- Employs a collaborative, inclusive, and team-oriented approach as a leader and member of a team
- Ability to think conceptually and creatively
- Ability to work with minimal supervision and meet expected goals
- Professional with solid judgement skills
- Must be able to manage multiple projects in a fast-paced, service-driven work environment

## **APPLICATION INSTRUCTIONS**

### **Deadline: September 3, 2021 or until filled**

No phone calls or recruiters please. Please submit a single pdf document, via email, containing a cover letter, resume, and three references to: [humanresources@artskc.org](mailto:humanresources@artskc.org). Please indicate "Program Manager, Professional Development" in the reference line of the email to ensure proper handling.

*It is the fundamental policy of ArtsKC to provide equal employment opportunities regardless of race, creed, color, sex, sexual orientation, national origin, age, Veteran status or disability status.*