

Arts Council of Indianapolis – Position Opening

Title – Field Services Coordinator for Grants and Artist Services

This is a full-time administrative staff position with salary and benefits through the Arts Council of Indianapolis.

Reports to – Vice President and Director of Artist Services

Position Summary – Provide administrative and organizational assistance to the Grants and Artist Services departments.

Duties & Responsibilities – Artist Services

- Business communications – letter writing, email, and telephone correspondence to artists, committees, partner organizations, etc.
- Compiling, editing, and sending the weekly Artist E-News
- Assist in the administration, organization, and maintenance of the Artist Database – an on-line resources as well as a physical library within the Arts Council's office
- Coordinate direct mailings of publications
- Assist Director in the development and coordination of the ACI's Professional Development Workshop Series for Artists.
- Update information when necessary on multiple web sites including www.IndianaIndependent.org
- Attending weekly Arts Council staff meetings
- Assist with artist exhibitions at the Indianapolis Artsgarden

Duties & Responsibilities – Grants

- Assist in the implementation of all activities relating to regranting programs, other agency programs, and technical assistance services
- Assist in the implementation of all components of the state's Regional Arts Partner Program, including regranting, information and referral services, technical assistance, and assessments
- Manage information systems for all grants data and paperwork, including tracking, contracts, reports, documents, and related documentation
- Maintain agency data base related to grants management system
- Help counsel arts and community-based organizations on agency grant applications
- Coordinate panel reviews, and manage grant reporting
- Make arrangements for agency workshops, professional development activities, and other services providing outreach to the arts community
- Assist in providing resources and services to the city's artists and arts organizations as related to programs and services

Qualifications & Necessary Skills – Bachelor's degree in arts administration, art history or related field is preferred. A candidate's experience with business administration, grant writing, non-profit arts organizations or any discipline within the fine arts is a strong consideration.

The successful candidate must demonstrate –

- That they are a self-starter and big-picture thinker
- The ability to multi-task and to handle multiple projects and responsibilities efficiently
- Strong writing & editing skills
- Professional business skills including good communication, administration, organization, and public relation capabilities.
- Exceptional organizational skills.
- Knowledge, appreciation, and interest in the visual and/or performing arts.
- Willingness to be a team player who can work within a small organization
- Sensitivity to diverse groups of constituents that have both art and non-art backgrounds including multidisciplinary arts professionals, government officials, and general community members

Proficiency in Microsoft Word, PowerPoint, and Excel, Photoshop, digital photography, internet and email software is paramount. Experience with database systems and management is preferred.

Flexibility to attend meetings and arts events before and after hours is also preferred.

To Apply – Please submit the following by US Mail or by dropping materials off to the Arts Council's office:

- Cover letter
- Resume
- Writing samples
- Contact information for three professional references

Mail or deliver to:
Arts Council of Indianapolis
Attn: Shannon Linker
20 N. Meridian St., Suite 500
Indianapolis, IN 46204

Start Date – A December 2007 start date is preferred. There is no deadline to apply and the position will remain open until filled.

Visit us on-line at www.ArtsCouncilofIndianapolis.org.

***The Arts Council of Indianapolis is an equal opportunity employer.
All interested candidates are encouraged to apply.***