Acadiana Center for the Arts

101 W. Vermilion St.
Lafayette, LA. 70501

P 337 233 7060
F 337 233 7062

Community Development Manager
Advertisement

AcA seeks a full time, exempt Community Development Manager. Applications are due through the AcA's application portal by no later than June 16, 2021 at 5pm.

How to Apply: Applications must include a resume and cover letter, submitted through the online application portal, located here.

About Us: Founded in 1975, the Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

Equal Opportunity Employer: AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Position Description: See attached

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Position Description

Job Title: Community Development Manager
Reports to: Community Development Director

The Community Development Manager works with the Community Development Director to connect organizations and individual artists with opportunities and support in order to improve the stature and impact of arts and culture in our community.

Focus Area 1: Community Outreach
Success Statement: The Community Development Manager develops collaborative relationships with other mission-oriented organizations in order to improve the diversity, equity, inclusion, and accessibility of the arts in our community.

Performance Standard:
- Coordinate outside partnerships with key cultural organizations across Acadiana, including cultural organizations, public agencies, schools and universities in order to progress goals of community development.
- Support the Community Development Director in the administration of grants and support services for cultural organizations across Acadiana through a variety of grant programs.
- Actively engage with other organizations to build powerful collaborations to advance AcA's goals for diversity, equity, inclusion, and accessibility in the arts.

Focus Area 2: Artist Support
Success Statement: The Community Development Manager understands the needs of individual artists in our community and connects them with opportunities for sustainability and growth.

Performance Standard:
- Support and serve as coordinator of artist outreach activities and professional development for recipients of the ArtSpark program.
- Facilitate the growth and development of the Culturalyst platform in Acadiana, in order to connect artists with new opportunities throughout our region.
- Serve as a direct point of contact for artists seeking help and support from the AcA.
- Inventory and make connections to connect artists with new and greater opportunities within and outside of the community.

Focus Area 3: Workplace Relationships
Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:
- Report to the Community Development Director.
- Work with leadership to set and follow budgets for all programs.
- Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- Participate in meetings with leadership, as requested.
- Assist other staff members and board members, as appropriate.
- Assist with special projects, as appropriate.

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Qualifications:

- High school diploma required, college degree preferred;
- Demonstrated experience working as a teaching artist is preferred;
- Strong organizational skills are required;
- Strong interpersonal and presentation skills are preferred;
- Comfortable working in Mac OS environment, Google Suite, FileMaker Pro, and elementary photography;
- Flexibility to work evenings and weekends, as needed, is required;
- Passion for the role of arts in community is preferred.

Physical Demands & Work Environment:

As a program manager, this position is office-based requiring some physical labor and daily car-travel. Employee must have a valid drivers licence and regular access to a vehicle. This information should not be construed as the position's exclusive standards. Performing other assigned duties is required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Employees are responsible for knowing and following all company policies and procedures and Federal, State, and Local governmental regulations including Environmental Health and Safety requirements while working and representing the Acadiana Center for the Arts.