

# LANESBORO ARTS

## PROGRAM ASSOCIATE

### Overview

Lanesboro Arts is a non-profit, multidisciplinary arts organization working to weave the arts into the social and municipal fabric of Lanesboro, MN. It offers accessible programs, including visual art galleries, performing arts at the St. Mane Theatre, artist residencies, public art projects, and educational outreach. Lanesboro Arts has a nearly 40 year legacy of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. Lanesboro Arts works closely with local government and cross-sector partners to activate the people and places of Lanesboro, contributing to a national model for revitalizing and sustaining small towns. The community has been recognized by ArtPlace America, Americans for the Arts and the National Endowment for the Arts. Lanesboro Arts' work is centered on the belief that artists and the arts have the potential to transform communities and make positive change across sectors.

Lanesboro Arts is looking for a part-time Program Associate who will be at the center of maintaining a strong administrative and operational foundation that supports the organization. The person who fills this position will be a detail-loving, self-starter who sees the beauty in the systems and processes that propel organizations forward. This part-time position will find camaraderie and support from the Lanesboro Arts Leadership Team and serve in a crucial role on many projects and programs. The Program Associate will work closely with all team members, including the Program Director, Advancement Director and Gallery Director.

### Responsibilities

#### Programs

- Assist in developing programs for St. Mane Theatre, actively help plan & execute the Lanesboro Residency program and work with staff on Lanesboro Arts Campus initiatives.
- Assist in drafting and implementing contracts for performances at the St. Mane, public art projects, artists in residence, Art in the Park musicians, and facility usage of the St. Mane Theater.
- Assist in all aspects of smooth ticketing and box office operations: event set-up, patron experience, financial accuracy, vendor relations, ticket policies, event staffing, and website integration.
- Assist in managing the Art in the Park fine art festival logistics: marketing, call for artists, food vendor participation, music, volunteers, supplies, etc.

#### Marketing

- Assist in the generation of online content that engages Lanesboro Arts' audiences and leads to measurable action and results. Continually take photos, write copy and create new, original content to deploy in communications channels.
- Assist in managing the development, distribution, and efficacy of all print and electronic communication, including but not limited to newsletters, brochures, press releases, posters and Lanesboro Arts' website.

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- Assist in soliciting and securing sponsors for Lanesboro Arts' community events. Invoice businesses and collect payment. Help ensure delivery of all sponsor benefits and recognition promises.
- Support other team members with respect to specific program needs (e.g., education programs or gallery exhibitions).

## Advancement

- Research funders and grant opportunities; assist with maintaining grant calendar.
- Support other team members in writing grant applications and interim / final grant reports.
- Assist with the successful planning and deployment of fundraising campaigns, mailings and communications.
- Coordinate fundraisers with Leadership Team such as the Fall Gala: logistics, menu, music, floor plan, décor, ticketing, program, messaging, strategy, invitations, etc.

## Administrative

- Provide administrative support that includes, but is not limited to, data entry and copying / scanning / printing projects. Collaboratively work to keep donor, marketing, and volunteer databases updated and current.
- Assist with preparing materials for board meetings and other administrative needs for the board of directors.
- Help maintain internal calendars for St. Mane facility.
- Lead efforts to digitize key paper records and organize shared network drive.
- Coordinate the purchase of regular office supplies and facility supplies.
- Assist in refreshing and ensuring maintenance of facilities and arts campus projects.

## Human Resources

- Assist in managing the successful execution of the Internship program: recruitment, interview and hiring process, etc.
- Assist in tasks related to the management, training, and recruiting of volunteers.
- Support the organizing of team activities and outings.

## Community

- Along with Leadership Team, serve as representative of Lanesboro Arts in the community, at public meetings and in the press. Properly respond to and address general questions and all other personal communications.

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- Cultivate existing relationships with donors, members, and funders with the goal of expanding the reputation of and support for the vision of Lanesboro Arts.
- Represent Lanesboro Arts at local, regional and national arts, development, and public relations/communications events.
- Whenever possible and appropriate, provide leadership and service in the community in order to further Lanesboro Arts' community development goals.
- Interface with the larger community at community events, such as festivals, theater events, job fairs, etc.

Lanesboro Arts reserves the right to revise or change job duties and responsibilities at any time. The job description does not constitute a written or implied contract of employment.

## Position Information

This is an hourly part-time position estimated at 15-25 hours a week. Hourly rate of \$16 - \$18, depends on experience. Benefits include paid holidays and a flexible work environment.

## Qualifications or Requirements

Ideal candidates have exceptional interpersonal communication and writing skills, are organized, detail-oriented, creative, computer-savvy, and most importantly, are willing to learn and take initiative. Preferred candidates have experience working in a nonprofit setting and a passion for art, creativity and community development.

## How to Apply

This position will remain open until filled. Ideal candidates will be able to start in March or April 2019. Qualified candidates should send a resume, cover letter and two references to [info@lanesboroarts.org](mailto:info@lanesboroarts.org). Applications will be reviewed on a rolling basis by the Lanesboro Arts Leadership Team. No phone calls, please. Lanesboro Arts is an equal opportunity employer.