



Spokane Arts Program Director Position Announcement

Spokane Arts envisions a region enlivened by arts, culture and creativity, and a regional arts ecosystem that is vibrant and equitable. We serve the Spokane region through grantmaking, arts programming, professional development, and advocacy. We foster creativity by providing direct support to individuals, groups, organizations and businesses in the creative sector, and promote arts and culture to the wider community.

We're seeking a Program Director who wants to build community through culture, support artists, grow the creative economy, and have fun doing it. Spokane Arts values a work environment that is collaborative, supportive, joyful, and responsive to the community's needs, which means a wide range of programs and services in our portfolio. We have a small but mighty team who strives to uplift arts and cultural workers, organizations and businesses, and to connect them with resources to better serve their communities.

The Program Director is a collaborative, self-motivated leader who thrives on managing multiple projects & enjoys working across creative disciplines. While the Program Director spends much of their time working with local artists, the position is also public-facing: meeting with community organizations, fielding questions about our programs & services, representing the organization to local media, presenting at public meetings. The Program Director works closely with the Executive Director to support Spokane Arts' mission, vision and values. Duties include:

- **Managing the public murals program**, including permanent and temporary murals such as: underpass murals, basketball court murals, and bike corral murals. This includes facilitating the installation of new murals, as well as coordinating the maintenance of the existing murals collection.
- **Coordinating the signal box art program**, which wraps utility boxes in artwork by local & regional artists. Includes hosting an open call for submissions; communicating with vendors to print/install the wraps; coordinating with the City of Spokane and sponsor on box locations; formatting artist designs to be print-ready, etc.
- **Curating the Chase Gallery**: Manage and curate the Chase Gallery at City Hall, which features 4-8 exhibits per year of local and regional artists. Includes creating a public call for artists, assembling a qualified jury, and reviewing submissions through an equity lens. Each show involves communication with artists and City Hall staff, coordination of installation/deinstallation, contracting and insurance, and promoting each show to the Spokane community using various marketing strategies.
- **Public Art project management**, which may include sculptures, temporary installations, or other types of public art. This includes communicating with many stakeholders; facilitating artist selection processes; creating budgets, timelines and milestones; managing contracts; and facilitating timely completion and celebration of projects.
- **Professional Development for individual artists/creatives**, in the form of networking events, artist talks, panel discussions or workshops, apprenticeships, etc.
- **Advocacy**: participate in meetings with city, county, and state legislators on arts & culture; coordinate meetings for annual "Arts Advocacy Day" at the state capitol.
- **Project Management** and leadership of various Spokane Arts programs including the "Meet the Makers" short documentary film series; the regional Poetry Out Loud program; the City of Spokane poet laureate program, and others as assigned.

- **Event production:** Plan and produce Spokane Arts events, such as the annual Spokane Arts Awards, TheaterFest, and other community gatherings, workshops, advocacy efforts and presentations. Programs Director will need to intermittently attend Board and Commission meetings and work with the Executive Director to plan them.
- **Relationship building with artists/cultural organizations:** The Programs Director serves as a resource to artists and the community: answering questions, making introductions, connecting with resources, providing encouragement, and much more.

Qualified Applicants will have:

- Exceptional organizational skills and ability to prioritize, multi-task, and meet critical deadlines.
- Experience in a combination of the following: program planning, execution, and evaluation; working with government or non-profit boards or commissions; developing partnerships and collaborations; working with art and cultural master plans; managing public art projects.
- Knowledge of the local cultural scene and general awareness of issues facing creatives.
- Strong written and oral communication skills including the ability to write reports, business correspondence, procedural manuals, marketing copy, and occasionally small grant applications.
- Ability to monitor and manage project budgets.
- Capacity to work with a variety of constituents.
- Knowledge/skills to coordinate events both online and in-person, including booking performers, tech, etc.
- Curatorial experience and a working familiarity with art handling, installation and exhibition practices.

Salary & Benefits: \$55,000+ salary (DOE) plus monthly health stipend, generous holiday & PTO accruals, and bus pass for commuting. Full-time salaried position. Schedule Monday – Friday w/ some evenings and weekends. Some flexibility in schedule and hybrid model of remote work is possible (for example: 3 days in office, 2 days of work from home.)

We strongly encourage applications from people underrepresented in arts administration, especially Indigenous and POC communities. Spokane Arts recognizes that structural inequities in the U.S. have excluded individuals and communities from opportunities based on race, gender, disability, sexual orientation, class, age, geography, and more. We strive to counter those inequities in our work, and we’re working to build an organization that reflects the diversity of our arts community and region, including staff, board members, consultants, volunteers, and other collaborators.

To apply, please submit a letter of interest, resume, and list of three professional references to melissa@spokanearts.org. Applications will be reviewed on a rolling basis.