



The Arts Foundation's mission is to support and strengthen a vibrant and diverse art and cultural sector for everyone in the region.

Director of Programs

As a part of the Arts Foundation of Cape Cod's (AFCC) senior leadership team, the **Director of Programs** is charged with leading, managing, and growing all of the foundation's programs. These programs include AFCC Access, professional development for artists and individuals working for cultural organizations, and grants management.

The Director of Programs applies a community-centered approach to program development and stays up to date on creative sector trends, innovations, and urgent issues facing the sector's diverse community of artists, creative workers, arts leaders, and curates programs and content that best meet those needs.

The ideal candidate has a background in working within the arts with experience in education for adults. As part of a small team, the Director of Programs must be equally comfortable ideating on big-picture visionary work and hands-on implementation. The Director of Programs will work closely with the Executive Director and Director of Development to center and institutionalize community input through programs, and build and maintain relationships with key groups of supporters to help grow the financial resources of the Foundation.

Qualifications:

- We're seeking a candidate with a demonstrated commitment to continuous learning and personal development. An individual who, either through self-directed educational pursuits or a formal education, has acquired a comprehensive skill set and valuable insights. Their diverse life experiences contribute to a unique perspective that enriches our team dynamic.
- Three years of senior level management.

Additional Qualifications and Skills:

- Ability to work closely with local artists, to listen closely, to recognize opportunity, to problem solve, and to build a sense of team and shared purpose.
- Ability to translate planning objectives into tangible program steps.
- Excellent communication skills. A keen listener and facilitator deeply committed to supporting colleagues and helping to enable their success.
- Excellent organizational and people skills.
- A supportive and collaborative attitude.
- Experience in understanding and overseeing program budgets and financial performance of subunits.

- Familiarity and comfortability with Constant Contact, social media, WordPress, and similar technology is preferred.
- Demonstrated commitment to creating communities that embody values of diversity, equity, inclusion, and belonging.

Primary Responsibilities:

- Work with Executive Director and Communications Director to produce an ongoing podcast series focused on the arts community.
- Assist in coordinating and monitoring all aspects of outgoing grant administration and provide guidance to applicants, potential applicants, and grantees.
- Assist in regularly evaluating and reviewing program criteria, requirements, and processes to continue to improve grantmaking, program administration, and alignment with the AFCC's strategic goals.
- Produce regular educational virtual and hybrid talks and workshops focused on professional development for working artists, arts leaders, and individuals working for cultural organizations, collaborating with the rest of the staff on overlapping themes and presenters.
- Lead Creative Exchange initiatives, including monthly meetups and a yearly conference. Determine topics, solicit speakers, and facilitate events while being supported by the AFCC Team. Programs are currently in-person throughout Cape Cod, usually mid-week and early evening.
- Drive efforts to refine and grow AFCC Access Program which seeks to connect and expose all children on Cape Cod to the beauty, power, and wonder of the arts.
- As part of AFCC Access oversight, will identify strategic community partners, including social service agencies, schools, and cultural organizations, working to establish strong relationships with these outside agencies to support the evolution of the program in order to expand its reach.

WORK ENVIRONMENT

AFCC employees are required to work and travel beyond normal business hours to attend pre-planned evening meetings, weekend events, or complete work assignments with set deadlines. The on-the-job demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform diverse work tasks, with intermittent periods of stooping, walking, and standing. Ability to lift, carry, set up, and break down event materials, such as banners, boxes, easels, signs, microphones, speakers, chairs, and tables.

Motor Skills

Duties are largely mental rather than physical, but the job requires minimal motor skills for activities such as moving objects, operating a telephone, personal computer, peripherals, and/or most other common office equipment.

Visual Skills

Visual demands require constantly reading documents for general understanding and analytical purposes.

How to apply:

Please send a cover letter and resume to HR@artsfoundation.org

Salary:

\$58,000 – \$68,000 / Per year

Benefits:

Matching 401K, healthcare stipend, two weeks vacation

Before submitting an application, please review the following links.

[Creative Exchange](#)

[Grants](#)

[Access](#)

[ArtsCapeCod](#)