

Job Announcement
Executive Director, Jubilee Community Arts

Jubilee Community Arts, a 501(c)(3) nonprofit organization based in Knoxville, Tennessee, is accepting applications for the position of Executive Director.

A membership organization with a traditional arts mission, Jubilee Community Arts (JCA) was founded in 1969 and owns and operates the Laurel Theater, a converted nineteenth century church. The Laurel houses an acoustically excellent concert hall, a secondary display and performance space, and the organization's offices and archives. Our staff consists of a full time executive director and a part-time managing assistant. Much of the work at JCA is done by a corps of dedicated volunteers assisting with production and operations.

JCA serves East Tennessee and the surrounding region. We present artists skilled in the traditional forms of the Upland South including accomplished traditional artists demonstrating excellence in traditional genres and local artists devoted to revivals of traditional materials. JCA also presents genres from outside the region which illustrate the traditions of peoples now living here.

JCA's current programs include:

- 1) an annual concert series, typically running from late September to early May.
- 2) an annual indoor music festival now in its 54th year, typically in late February or March.
- 3) weekly local radio programming now in its 50th year.
- 4) maintaining an archive of sound recordings, images and videos.
- 5) occasional publications of music recordings.
- 6) occasional field research to identify performers.
- 7) acting as institutional host of the Tennessee Folklore Society and publishing the journal of the Society.
- 8) hosting activities of affiliated community groups focused on traditional dance and music.

Responsibilities of the Executive Director:

- Lead funding development initiatives with support of board and staff. Apply to public and private funding sources.
- Work with the board and standing committees to ensure compliance with approved budget as well as organizational by-laws and policies.
- Lead communication efforts for JCA in support of visibility and reputation.
- Actively maintain existing relationships and build new collaborations with funders, artists, organizational partners and scholars.
- Oversee and evaluate the work of staff and volunteers, including recruiting and mentoring new staff and volunteers.
- Work on a flexible schedule based at the Laurel Theater in Knoxville, Tennessee.
- Monitor and supervise physical maintenance of the Laurel Theater facility and grounds.
- Report to board of directors, providing ongoing communication about significant organizational, programmatic and financial developments.

Desired Qualifications:

- Broad knowledge of traditional music, including knowledge of the music of the Upland South.
- Experience in public folklore or ethnomusicology, as well as cultural programming.
- Successful fundraising and grant writing experience.
- Administrative, governance, supervisory and management experience.
- Ability to initiate, organize, and manage performance events.
- Ability to communicate effectively with multiple audiences, including the general public.

- Ability to work successfully with funders, academic and public sector colleagues, other organizations and government agencies, and community members.
- MA or PhD degree in Folklore, Ethnomusicology, Anthropology or a related field preferred.

The salary range is commensurate with experience. Contributions are provided towards medical insurance. Generous vacation and holiday leave.

To apply, please send a letter of interest that addresses qualifications along with a CV or resume to info@jubileearts.org. The review of applications will be open until this position is filled. Target start date is early to mid-August, 2023.