

## **Jubilee Community Arts - Managing Director**

Jubilee Community Arts, a 501(c)(3) nonprofit organization based in Knoxville, Tennessee, is accepting applications for the position of Managing 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 current staff consists of a full-time executive director, and we are seeking a part-time managing director. 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 September to May.
- 2) an annual indoor music festival now in its 57th year, typically in late February or March.
- 3) weekly local radio programming now past its 50th year.
- 4) maintaining an archive of sound recordings, images and videos in coordination with the regional institutional partners including Knox County Libraries and the Archives of Appalachia at East Tennessee State University
- 5) occasional publications of music recordings.
- 6) occasional field research to identify performers.
- 7) hosting activities of affiliated community groups focused on traditional dance and music.

The Managing Director will work part time on a flexible schedule with office space available in the theater. Responsibilities will mainly focus on supporting the concert series and educational programming at the Laurel.

- **Manage social media and marketing**
  - o Prepare a weekly newsletter, press releases in anticipation of concerts, and social media posts advertising concerts and maintaining a consistent presence online.
- **Assist in concert booking and presentation**
  - o Assist in screening booking requests and making booking decisions in coordination with the executive director, share day of show duties with executive director on a rotating basis.
- **Direct JAM program site**

- Work to establish a Junior Appalachian Musicians program at the Laurel and serve as program site director, with duties to coordinate instructors, manage students, and promote the affiliate program in coordination with JAM affiliate advisory committee (See attached detailed description from JAM)

The Managing Director will report to Executive Director, with ultimate responsibility to the Board of Directors.

Base salary at \$10k per year, with additional salary from JAM program director role contingent on successful establishment of program (\$4-\$5k per year). Matching retirement contributions of up to 3% of salary available.

### **Desired Qualifications**

- Knowledge of and enthusiasm for the traditional music and dance of the Upland South
- Experience in educational settings, especially K-12
- Facility with marketing and social media

**To apply, submit a CV or resume and cover letter addressing experience and qualifications to [concerts@jubileearts.org](mailto:concerts@jubileearts.org)**

## **Junior Appalachian Musicians at the Laurel - Site Supervisor**

The primary responsibility of the Program Director/Site Supervisor is to maintain order and ensure that students are supervised when in transition, which includes arriving at the JAM site, changing classes, and being picked up at the end of the day. For safety, parents or designated parties must come in and check out students from the Program Director/Site Supervisor/other designee before they are allowed to leave the facility. The supervisor will be responsible for collecting fees and handling discipline issues; therefore, it is imperative that this individual be responsible, level-headed and a good communicator. This staff person will maintain teacher timesheets and make sure that they are turned in to the fiscal agent each pay period. When instruments are to be loaned or rented through JAM, the staff person maintains the inventory and supervises the process of checking instruments in and out to students.

The Advisory Board may assign responsibilities for recruiting students, maintaining a student database, arranging and supervising field trips, visiting artists and performances to the Program Director/Site Supervisor. This staff person may also be charged with fundraising and other administrative duties as needed.

The Director is responsible for all facets of program operation, including:

- Recruiting students
- Be present at each JAM session
- Overseeing student sign in/sign out each day
- Communications with parents, staff and after-school program directors
- Scheduling of classes and activities
- Maintaining inventory of instruments—check outs/ maintenance/repairs
- Planning/overseeing snacks, study halls and clean up (if offered)
- Maintaining order throughout program operations (assisting teachers with discipline concerns)
- Coordinating special events (parent orientation, tuning parties, staff development, day camp, performances etc.)
- Planning and implementing logistics for field trips
- Maintaining payroll, teacher contracts and communications with fiscal agent
- Maintaining files and financial records
- Preparing reports for Advisory Board
- Assisting with preparation of grants and grant reports, solicitations and official acknowledgement of donations
- Overseeing staff and volunteers
- Marketing the program to the public

The Program Director works for the fiscal agent, but receives direction from the JAM Advisory Board.