



Georgia Department of Economic Development
Position Announcement

Title:	Grants and Arts Education Program Manager	Entry Salary:	\$50,000
Division:	Georgia Council for the Arts	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry, locating new markets for Georgia products and services, attracting tourists to Georgia, promoting the state as a location for film, music, and interactive projects, as well as planning and mobilizing state resources for economic development.</p> <p>Georgia Council for the Arts (GCA) empowers the arts industry in Georgia and artists around the state to cultivate healthy, vibrant communities that are rich in civic participation, cultural experiences and economic prosperity. As a division of GDEcD, GCA provides grant funding, programs and services statewide that support this vital industry, preserve the state's cultural heritage and create increased access to arts experiences.</p> <p>The Grants and Arts Education Program Manager will be responsible for managing two of GCA's grants programs as well as managing and developing arts education programs. The ideal candidate will be someone who can multi-task and manage several different projects in a fast-paced environment. The selected candidate will work closely with the GCA staff to develop guidelines for grants programs, lead workshops for potential grant applicants, prepare applications for review by panelists, and approve final reports. The candidate will also manage the Poetry Out Loud program, the Poet Laureate's Prize, the Teaching Artist Roster, and any new arts education programs. Responsibilities include, but are not limited to:</p> <p>Grants: Manage the Project and Arts Education Grant programs; assist applicants with their grant applications; set up grant applications in GCA's online grant system; create and present online and in-person workshops for applicants; review applications for eligibility; create diverse grant review panels; prepare feedback for applicants based on panel comments; maintain grant data within the database; and coordinate and run grant review panel meetings.</p> <p>Arts Education: Manage the Teaching Artist Roster program and any related professional development activities; coordinate Poetry Out Loud; and manage the Poet Laureate's Prize.</p> <p>Additional Duties: Creating and delivering public presentations on the value of the arts; assisting staff with grants-related activities; assisting with management of the state art collection; other duties as assigned.</p>		
Minimum Qualifications and Competencies:	<ul style="list-style-type: none"> • Bachelor's degree in arts administration, business administration, arts education or a closely related field AND Two (2) years of related professional level experience in the arts, arts education or grants field. NOTE: comparable experience and demonstrated competency in a similar position in 		



Minimum Qualifications and Competencies, continued:	an Arts organization can substitute for education and experience requirements. <ul style="list-style-type: none"> • Ability to quickly pick up new database systems • Strong organizational and project management skills • Proven track record of meeting deadlines and working with stakeholders. • Ability to work collaboratively in a team-oriented work environment • Experience working in some capacity in the arts community • Comfortable with public speaking • Excellent oral, and written and interpersonal communication skills, self-motivated and self-driven • Ability to multi-task and manage several different projects in a fast-paced environment. • Comfortable working collaboratively 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Five years of experience working in the Georgia arts community • Five years of experience working in grants management or arts education 		
Travel Required?	Occasionally	Nights, Weekends Required?	Occasionally
Deadline	Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified.		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer