

Project Director

Summary

The Project Director works with the Executive Director to manage existing, non-curatorial, programming, develop new programs and seek funding for new and current programs of the Macon Arts Alliance.

Duties and Responsibilities

- Manages implementation of the 2020 Cultural Plan for Macon
 - Maintains social media for Macon-Bibb Cultural Master Plan
- Manages Mill Hill: East Macon Arts Village project
 - Mill Hill Bakers Collective
 - Tech Toolshed at Mill Hill
 - Mill Hill Community Arts Center Programming
 - Mill Hill Community Arts Center private facility usage and rentals
 - Liaison to Mill Hill neighborhood residents and stakeholders
 - Maintains Artist Housing at 217 Schell Avenue
- Seeks to build new and maintain supportive relationships with creatives in Macon-Bibb
- Works directly with ED as staff grant writer and administrator
 - Ensure reporting compliance and other requirements of various funders including private, local, federal, and state agencies
- Manages Creative Relief Fund applications and review process
- Maintains the Macon Arts Alliance website
- Assists with Fired Works and event set up and execution
- Other duties as assigned

Education and Experience

The Project Director should possess, at minimum, a bachelors' degree with preferred two year's related experience or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

Requirements

- General computer literacy with proficiency in the Microsoft Office suite of applications
- Excellent spoken and written grammar and communication skills
- Valid Georgia Motor Vehicle Operator's License and working personal transportation.
- Able to lift, carry or otherwise move up to 50 pounds regularly.

Compensation

\$35,000 - \$45,000 annually commensurate with experience

Interested applicants should email their resume to director@maconarts.org