



DIRECTOR OF PROGRAMS

POSITION DESCRIPTION

Black Arts MKE, Inc.

Director of Programs

Reports to: Executive Director

ORGANIZATION

Founded in 2014, Black Arts MKE's mission is to increase the availability and quality of African American arts and culture.

Black Arts MKE is a Member Group with the United Performing Arts Fund (UPAF) and an in-resident group at the Marcus Performing Arts Center.

We do this by –

- 1) Increasing public awareness of the significance African American arts and culture through productions in theater, music and dance.
- 2) Creating professional opportunities for artistic development and growth, visibility and access.
- 3) Provide educational and entertaining culturally relevant youth programming.
- 4) Strengthen community through high quality arts, culture and humanities partnerships and outreach.
- 5) Continue to maintain and stabilize a black performing arts community.

POSITION

Reporting to the Executive Director (ED), the Director of Programs will be responsible for the operational success of Black Arts MKE ensuring seamless team management and development, program delivery, and quality control and evaluation. In this newly established role, the Director of Programs will manage a growing staff.

RESPONSIBILITIES

Leadership

- Develop and implement strategies that will maximize the synergies among program areas
- Develop and maintain relationships in the performing arts field, including artists, agents, managers and other presenters.
- Attend industry conferences and meetings including the annual APAP and Arts Midwest booking conferences
- Work in close communication and collaboration with all departments to oversee and assist in the management of the master calendar of events
- Work collaboratively with other departments to ensure effective coordination of projects
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Team Management and Development

- Provide leadership and direction to teaching artists, community outreach and engagement staff and delegate responsibilities, particularly in the area of children's, youth and family programming
- Work with staff to develop objective performance measurements across departments, to ensure consistent, high-quality evaluation, and goal setting for all programs
- Instill a sense of accountability among teams members by modeling tight oversight of individual and organization performance standards

Program Operational Management

- Cultivate existing relationships with vendors with the goal of ensuring sufficient space and resources and access to services
- Assist in hiring of artists as necessary for select performances. This includes directly contracting with MKE-based artists and/or engaging out-of-state artists (e.g. Masterclass artists)
- Communicate regularly with production management to facilitate the development of labor and other production estimates and to ensure the technical requirements of a production under consideration are a viable match for proposed venue(s)
- Create pro formas for review and analysis of artists under consideration to project profit/loss as an effective tool to manage risk and illuminate opportunities to produce net income, in balance with the programming of other artists that are more mission-driven vs. financially driven

- Serve as the primary liaison with a representative of a national-level promoting corporation with which Black Arts MKE works in regard to booking top-tier commercially oriented arts in the genre-specific areas of the African American and African Diaspora
- Manage the booking process in the development, submission and tracking of offers, deal negotiations and corresponding execution of engagement contracts
- Ensure that fully executed contracts and tax forms have been received, and provide general oversight in relation to advance deposits and final artist fee payments
- Gather and provide all required box office reports and other documentation to artists/managers/booking agents as needed for final event settlement
- Establish consistent, objective program performance standards of accountability
- Coordinate with management of venue rentals for events and provide feedback and guidance regarding rental performances
- Create and manage the annual budgets in support of the ongoing development and refinement of robust arts education and community engagement programs

QUALIFICATIONS

This is an extraordinary opportunity for an individual with team management experience to grow and further develop proven programs. The successful candidate will lead programs, partner with the ED and work collaboratively with a high-performance management team. Specific requirements include:

- Minimum of a BA, MA preferred or equivalent combination of training and experience
- At least 10 years of performing arts programming experience
- Possession of a broad and deep knowledge of the performing arts with proven experience in presenting the highest quality of artists and attractions, in combination with strong planning, financial management, communication and interpersonal skills
- Experience that demonstrates a strong commitment to mentorship, diversity, equity and inclusion in all aspects of performing arts presenting, education and community engagement
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth

- Experience having worked with a high-performance, collaborative, constructive peer group
- Strong customer and/or client focus
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exception attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for Black Arts MKE's mission.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, reach, climb grasp and key at a computer. While performing the duties of this job, the employee is regularly required to see, speak and hear. The employee must frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties may be assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary – Competitive, commensurate with experience

Starting Date – September 2022

Interested individuals should send via email a cover letter with resume to:

Barbara Wanzo, Executive Director
Black Arts MKE, Inc.
929 North Water Street | Milwaukee, WI 53202 | bwanzo@blackartsmke.org

Black Arts MKE is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply. This is a full time, salaried position.