

July 15, 2010

Metropolitan Regional Arts Council  
JOB OPENING: PROGRAM ASSOCIATE

Organization Summary:

The Metropolitan Regional Arts Council (MRAC) is a nonprofit organization committed to supporting the development and diversity of the arts in the seven-county metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) by promoting the incorporation of the arts into the daily lives of all communities.

MRAC achieves its mission in three ways:

- \*  
as a grant maker for arts activities initiated by organizations with budgets under \$300,000,
- \*  
as a source of non-grant programs and training services,  
and
- \*  
as an advocate for the arts.

Funding from the Minnesota Legislature, the Arts and Cultural Heritage Fund of the Minnesota Legacy Amendment and the McKnight Foundation are the primary sources of MRAC funds.

Position Description:

Salary: \$20/hour

Type: Part-time, 8-10 hours/wk, some benefits

Location: Twin Cities, position will require limited telecommuting

The Program Associate is responsible for supporting the MRAC grant panel development process and the processing of individual applications submitted for funding consideration. Specific accountability areas may change from year to year and include special projects or isolated initiatives.

Principle Responsibilities:

- \* Panel Development and Data Management
- \* Develops and executes strategies for recruiting individuals to serve as MRAC grant review panelists for all grant programs.
- \* Maintains panelist database to reflect current and potential panelists.

- \* Works with program directors to organize grant review panels, schedule panelists for orientation and manages communication with panelists assigned to serve on panels.
- \* Facilitates the staff/board approval process for review panelists.
- \* Conducts periodic evaluation of the panelist experience to ensure panel review process is optimized.

Grant Application Processing Support:

- \* Assists the Grants Administrator with recording incoming grant applications on and immediately following grant program deadline dates.
- \* Prepares applications for database entry.
- \* Assists in ensuring that application budgets are correct.
- \* Prepares panel review materials.
- \* Provides back-up office and panel support on panel review days and immediately following grant program deadline dates (approximately 3-5 days per month).

Experience and Qualification Requirements:

- \* Outstanding written and oral communication skills. Ability to communicate effectively with a broad range of individuals and publics.
- \* Exceptional organizational skills and ability to manage multiple tasks efficiently.
- \* Strong computer skills including familiarity with Macintosh systems. Candidate demonstrates competence in Word, Excel, and general database software. Filemaker-Pro software experience is a plus.
- \* Ability to work independently and collegially in a fast-paced, goal-oriented, and deadline-driven team environment.
- \* Experience in working with artists and/or arts organizations preferred.

To apply:

Please submit cover letter and résumé by July 30, 2010 by e-mail to Gwen Cannon at [gwen@mrac.org](mailto:gwen@mrac.org) or by mail to:

Gwen Cannon  
Metropolitan Regional Arts Council  
2324 University Avenue W., Suite 114  
St. Paul, MN 55114

MRAC is committed to ensuring equal employment opportunities, and will not discriminate against employees, volunteers, outside consultants, vendors or contractors on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, pregnancy, veteran's status, status as legal alien, or other legally protected status.

MRAC applicants and employees will receive equal opportunities with respect to job application procedures, hiring, termination, compensation, benefits, advancement, training, and any other terms or conditions of employment.