



# Ketchikan Area Arts & Humanities Council

Creating and Promoting Opportunities to Experience the Arts and Explore the Humanities

## PROGRAM DIRECTOR POSITION DESCRIPTION

### Position Overview:

The Program Director is full-time position at the Ketchikan Area Arts and Humanities Council (KAAHC), reporting to the Executive Director, with occasional evening and weekend hours. The position is “second in command” and will be the staff liaison to several KAAHC committees. The position strives to educate, support and inspire local artists and arts organizations to constantly reach for new heights. The Program Director coordinates and implements the programs and events of the KAAHC. All programs, events and initiatives are designed to positively affect the community of Ketchikan and to broaden the diversity of community interaction throughout all sectors. Specific responsibilities include planning, marketing, and implementation of programs and events, as well as grant writing and reporting for specific programs. KAAHC is a fast paced, exciting, challenging, and FUN work environment. A positive attitude and commitment to power of the arts and humanities for the greater good is imperative!

Starting salary \$40K+benefits, DOE. Bachelor’s degree preferred.

**Status/schedule:** a full-time, salaried position with occasional evening and weekend hours.

### Minimum Qualifications:

- Passion for the value of local arts
- Basic understanding of the role of a non-profit in a community
- College degree in an arts related field or related work experience
- Arts programming and event planning experience
- Strong skills in WORD, and desktop publishing such as InDesign, Photoshop
- Comfortable using social media of all varieties

### Examples of Position Responsibilities:

- Present and administer 2 fine art galleries, including soliciting interested exhibitors, preparing and facilitating the selection process, mounting exhibits, exhibit openings, and presentations. Gallery installations and lighting require being comfortable on ladders and ability to lift up to 30 pounds.
- Locate, negotiate, and contract with touring performers and speakers for performances/presentations. Facilitate performances including securing venue, create marketing, assisting performs, etc.
- Create, develop and implement educational arts and humanities programming for youth and adults
- Coordinate two community-wide arts festivals including site preparation, booth registration, events, and promotion.
- Advocate for and assist artists' professional development including developing classes, grant writing assistance, and creating opportunities for experience.
- Work in concert with co-workers in all aspects of the organization.

Submit resume, cover letter, list of references, employment application, and a one-page writing sample. To download an Alaska employment application, visit <https://jobs.alaska.gov/forms/genapp.pdf>

To learn more about the Ketchikan Area Arts and Humanities Council, visit [ketchikanarts.org](http://ketchikanarts.org).

Interested applicants may contact:  
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