



# Ketchikan Area Arts & Humanities Council

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

## KETCHIKAN AREA ARTS AND HUMANITIES COUNCIL PROGRAM DIRECTOR POSITION DESCRIPTION

### Reporting to: Executive Director

#### 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, including the Arts and Humanities Council, 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 fundamentally 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. Applicants must have strong interpersonal, organizational, problem-solving and writing skills, and the ability to juggle competing demands and meet deadlines required. A basic understanding of the workings of a nonprofit, and competency in InDesign and PhotoShop software preferable in successful applicant. 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
- Understanding of fine art gallery exhibitions
- College degree in an arts related field or related work experience
- Excellent written and verbal communication skills
- Ability to work independently, take direction, and share responsibilities
- Positive attitude with flexibility in creative problem-solving
- Ability to work effectively with wide constituency
- Excellent organizational skills, with ability to meet deadlines and multi-task
- Experience in coordinating programs, events, and/or exhibits
- Computer skills in word processing, desktop publishing, and databases
- Strong skills InDesign and Photoshop
- Comfortable using social media of all varieties
- Comfortable updating website information

#### Additional Qualifications

- Educational programming experience
- Grant writing experience
- Public relations experience

#### Program Responsibilities:

##### Main Street Gallery

Coordinate the Main Street Gallery, in collaboration with the Program Development Committee, presenting and administrating the Main Street Gallery season, including soliciting interested exhibitors, preparing and facilitating the gallery selection committee, mounting scheduled exhibits, exhibit openings, and exhibitor gallery presentations. Gallery installations and lighting exhibits require being comfortable on ladder.





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- Develop and present general arts programming within the Gallery setting that address local needs
- Assist with process of evaluating programs and projects
- Refine program/project policies and procedures.
- Build community support and initiate cooperative programming when appropriate for specific programs and projects.
- Maintain and disseminate calendar of all arts event happenings in community
- Maintain quality and integrity of the appearance and positive reputation of the Main Street Gallery

## Performing Arts programs

- Locate, negotiate, and contract with performers and speakers for public programs and performances.
- Assist in locating funding and grants
- Build community support and initiate cooperative programming when appropriate for specific programs and projects.
- Continue to develop program/project policies and procedures.

## Educational Programming

- Create, develop and implement relevant educational arts programming for youth and adults
- Administer and further develop artist development workshops and opportunities

## Community Events

- Coordinate two arts festivals per year (Blueberry Arts Festival & IDEA Festival) in close concert with other staff including booth registration, events, and promotion
- Nurture and provide opportunities for community members to create and maintain arts events and gatherings outside of KAAHC programming
- Assist Administrative Manager with the three Art Walks per year

## Other

- Present written program/project reports for monthly board meetings and as needed for grantors
- Administer specific KAAHC program/project budgets and submit regular reports.

## Examples of expectations for staff as a team:

- All staff are expected to be members of the Arts and Humanities Council
- All staff are expected to honorably represent the Arts and Humanities Council to the public
- All staff are expected to help clean, set-up and tear-down during major KAAHC events
- All staff are expected to pitch in with the daily cleaning and “maintenance” chores of 330 Main Street
- All staff are expected to complete an annual review at the end of every year
- All staff are expected to participate in the annual “Repaint the Gallery” extravaganza!!!

Submit resume, cover letter, list of references, employment application, and a one-page writing sample: Ketchikan Area Arts & Humanities Council, 330 Main Street, Ketchikan, AK 99901. To download an Alaska employment application, visit <https://jobs.alaska.gov/forms/genapp.pdf> and click on “Employment applications”. To learn more about the Arts Council, visit [ketchikanarts.org](http://ketchikanarts.org).

Interested applicants may contact:  
Kathleen Light, Executive Director  
907-225-2211  
[KathleenL@KetchikanArts.org](mailto:KathleenL@KetchikanArts.org)

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