

**Position Available: Program and Artistic Director**

**Organization:** The Cedar Cultural Center (The Cedar), Minneapolis, MN

**Position Status:** Full-time, 40+ hours/week with evening and weekend work

**Reports to:** Executive Director

**Organization Mission:** To promote inter-cultural appreciation and understanding through the presentation of global music and dance. The Cedar is committed to artistic excellence and integrity, diversity of programming, support for emerging artists, and community outreach.

**Start Date:** July 2016

**Salary:** Negotiable based on experience

**ROLE**

The Cedar, a 501(c)3 nonprofit arts organization located in the Cedar Riverside neighborhood of Minneapolis, seeks a qualified Program and Artistic Director. This is an organizational leadership position responsible for defining and executing The Cedar's artistic vision and direction in accordance with the organization's overall vision and long-term goals as established by the Executive Director. The Cedar has 10 full-time staff members, operates on a \$2 million annual budget, and serves about 60,000 people per year. Over the past several years, The Cedar's community-oriented programming has grown substantially, expanding to include not only live music events but also workshops, panel discussions, lectures, and more. Grant-funded programs now comprise a larger portion of the organization's programming and budget than ever before. This necessitates an Artistic Director who not only oversees the booking of Cedar events but who also forges community connections and oversees the execution of robust, multifaceted programs.

**PRIMARY RESPONSIBILITIES**

**Organizational Leadership and Artistic Vision**

- Act an ambassador of The Cedar to artists, colleagues, community organizations and leaders, and the general public
- Represent The Cedar for marketing and publicity purposes and to key stakeholders, including patrons, donors, and partners, as appropriate
- Lead the program department, including the supervision of two full time staff: A Booking Coordinator/Artistic Associate and a Program Manager
- Keep up-to-date on music industry trends, both locally and nationally, through press, attending live music concerts, consulting with other knowledgeable and influential industry experts, and building networks
- Gain a solid understanding of the communities and target groups that we seek to work with and serve
- Attend Cedar events regularly in order to effectively serve as a face of the organization, to network with artists and patrons, and to help evaluate the success of our programs and events

**Program Development and Implementation**

- In partnership with the Executive Director and the Director of Development, conceptualize and develop proposals for new and expanded programs consistent with the organization's mission and vision
- Act as the lead person in executing grant-funded programming, which includes ensuring appropriate event staffing, delegating tasks, and managing artists-in-residence
- Ensure fulfillment of The Cedar's grant contracts by creating and executing detailed program implementation plans

- Forge and maintain key relationships with partner organizations and community members in order to effectively engage target audiences and execute community programming
- Manage and track all grant-funded program budgets
- Assist the Executive Director and Evaluation Consultants in evaluating program outcomes and impact
- Assist Development staff in writing and preparing reports to grantors on Cedar programs

### **Working with Artists**

- Collaborate with program and development staff to align performance opportunities with grant-funded programming
- Strategize with the Booking Coordinator/Artistic Associate to secure anchor dates for a season program
- Identify and forge relationships with artists from specific cultural communities whose work aligns with Cedar goals but who may operate outside of the Western music industry and who remain unknown outside of their community
- Support local and visiting artists, particularly those without management, in their artistic development as it relates to Cedar programs
- Support the Booking Coordinator/Artistic Associate in the negotiation of fees and contracts with artists and artist management
- Work with the Booking Coordinator/Artistic Associate and the Executive Director to establish event revenue budgets

### **QUALIFICATIONS and SKILLS**

The candidate will have excellent writing and communication skills with the willingness and ability to work under pressure and meet deadlines. We seek an individual with a strong work ethic, the ambition to go above and beyond expectations, and the ability to think critically in order to overcome challenges. The candidate will be a self-starter who develops creative approaches to problem solving and can work independently as well as part of a team. This is an ideal position for someone with experience in arts and culture and interested in working for an ambitious and growing organization doing groundbreaking work. The Cedar is committed to cultural and racial equity, both in its programming and in its internal operations. The candidate will demonstrate patience and cultural competence in order to successfully work with groups and individuals from a diversity of backgrounds. Strong connections to specific cultural or immigrant communities in the Twin Cities is preferred. Specific requirements include:

- Deep knowledge of a wide diversity of music, particularly in folk, world, indie rock, and contemporary genres
- Minimum five years experience working in a leadership position at an arts organization
- Experience negotiating artist fees and contracts
- Financial acumen including experience managing budgets
- Exceptional writing and communication skills
- Experience managing programs that include a number of stakeholders and multiple goals
- Experience evaluating program outcomes and impact
- Experience in community engagement
- Fundraising experience a plus

### **TO APPLY**

Send cover letter and resume to [adorn@thecedar.org](mailto:adorn@thecedar.org) with "Program and Artistic Direction Application" in the subject line by May 27, 2016. Only those whose applications are being considered will be contacted.

**Thank you for your interest in working at The Cedar!**