



teen action & support center

2525 W. New Hope Rd, Rogers, AR 72758
479.636.TASC (8272) | tascnwa.org

Creative Director of Arts & Culture -- Full-time (40 hours/week); paid holidays; 10 days of paid time off

Reporting to the Executive Director, the Director of Arts & Culture is responsible for planning, directing, coordinating, and reviewing the work plan for grant deliverables; assigning work activities and projects; monitoring workflow, reviewing and evaluating work products, methods, and procedures; meeting with and supervising interns to identify and resolve problems; and assisting with grant reporting of outcomes/output measurements

Responsibilities

- Advise and oversee the implementation of Arts & Cultural (A&C) initiatives for The Station (Springdale) and The Hub (Rogers), including cultural activities/projects and events, across diverse genres of cultural forms, styles, repertoires and practice.
- Lead, coordinate & supervise A&C interns, A&C admin, and volunteers at TASC locations.
- Oversee implementation of program-specific grants, including managing and tracking target metrics for outcome measurements at TASC locations.
- Coordinate with A&C admin on scheduling of the space, projects, and ideas.
- Develop strategic partnerships with local organizations to offer a variety of workshops and intensives in art, theater, civic engagement, and design for teens in collaborator's programs as well as teens in the larger community.
- Develop/produce community engagement activities as required.
- Keep TASC's marketing teams up to date with arts and cultural news and events.
- Manage Arts and Culture budget and provide necessary reports to Accountant and Executive Director as requested.
- Provide a self-initiated co-working environment to foster creativity and innovation for local teens.
- Participate in production, project development and staff meetings as required.
- Research grants for your program area and consult with the Executive Director.
- Must be available to work some evenings and weekends for projects/events as requested.
- Will split time between The Station and The Hub overseeing programming and working with A&C staff at both sites.

Skills & Abilities Minimum Required:

Minimum five years experience in related field; Experience working with teens; Ability to collaborate and communicate effectively, empathetically, and respectfully with teens, staff, community organizations and donors; Must manage time efficiently and anticipate future needs; Strategic and creative thinker; Excellent organizational and managerial skills; Pass background checks and have a valid driver's license and insurance.

The Teen Action and Support Center is a 501(c)(3) nonprofit organization which offers low-to-no-cost support services to teens and their families. Services include counseling & support groups, mentoring, volunteer service opportunities, innovative programming, and physical resources for teens in need.