



POSITION DESCRIPTION

POSITION TITLE:

Charleston Creativity Connector

POSITION SUMMARY:

The Creativity Connector will work in partnership with local artists, arts organizations, businesses, and government to stimulate opportunities and economic development strategies involving the arts. More specifically, this position will serve as 1) a source of technical assistance helping businesses, nonprofit organizations, and artists see opportunities to make profitable offers to each other; 2) a "matchmaker" connecting specific entities and artists where a mutually profitable relationship seems possible; and 3) a small scale "investor" supporting the early stages of such a relationship to reduce the start-up costs for the entity and the artist.

The Creativity Connector will direct the planning, development, and management of identifying and facilitating cross-sector connections and opportunities in the arts. The position will also work to organize and strengthen the awareness of arts opportunities, capture and communicate the impacts of strong creative placemaking strategies, and generate public and private support for the Charleston Creative Placemaking initiative.

GEOGRAPHIC AND ARTS FOCUS:

This position is meant to strengthen opportunities for artists, businesses, and community-based organizations in Charleston, therefore making the city an attractive place for artists and others to want to live, work, and create. Nonetheless, the coordination and connection with regional and sometimes national opportunities and resources should be recognized and encouraged. All genres of arts should be considered in the identification and development of resources and opportunities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Help potential arts customers (e.g., businesses, non-profit groups, public agencies) understand how hiring artists might help them achieve their financial and service goals, and support their efforts to do so.
- Facilitate communications and coordination between artists and potential customers to enrich Charleston's arts scene, including but not limited to:
 - Encouraging creation of new paid performance opportunities, Creating spaces for artists to create and share their creative talents, and feel supported in our community
 - Pursuing funding and grant opportunities and related resources
 - Supporting the efforts of businesses and community groups to feature artists
 - Supporting efforts by artists to create and promote their artistic talents
- Utilize and share various databases including, but not limited to, the following:

- A catalog of opportunities for artists
- A database of community groups, stakeholders, artists, and business rosters, etc.
- A calendar of arts events in the greater Charleston area
- Develop relationships, connection, and knowledge sharing among artists and arts organizations and the following:
 - Corporate and government sectors
 - Neighborhood groups
 - Cultural communities
 - University and school groups
 - Social associations, and others
- Act as a catalyst for promoting quality and diversity of Charleston’s artistic talent
- Create mechanisms for internal and external evaluation of engagement initiatives
- Distribute information to the community and broader public through multiple channels
- Provide investment seed funding to support artists in their transactions with business and nonprofit entities, including, but not limited to, the implementation of:
 - Pop-up shops and performances
 - Marketing strategies
 - Exhibit opportunities
 - Residency and gallery space acquisition

CONFIDENTIALITY:

Personal information on donors, customers, businesses and other partners is to be kept confidential. Violation of this confidentiality can result in corrective action, up to and including dismissal.

RESOURCES AND METHODS:

Contractor must be proficient at using a computer and software applications needed to perform duties (e.g. Microsoft Word, Excel, Outlook and the Internet). The individual must provide his/her own equipment, including computer, phone, and aforementioned software applications. Contractor may use The Greater Kanawha Valley Foundation’s office equipment: copier, fax machine, shredder, and scanner.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORKING CONDITIONS:

As a contractor, this position will not be offered a permanent office space. If space is available at The Greater Kanawha Valley Foundation, the Creativity Connector may use it.

REPORTING RELATIONSHIPS:

The Creativity Connector will report to the Charleston Creative Placemaking Advisory Council on a monthly basis. More frequent check-ins may occur with a smaller subset of the Council.

REVIEW PROCESS:

Semi-annual and annual reviews will be conducted by the Charleston Creative Placemaking Advisory Council and/or a smaller subset of the Council.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Bachelor's degree in a related field;
- Excellent communication skills, including the ability to develop, facilitate, and deepen relationships;
- Strong commitment to diversity, access, inclusion and cross-sector collaboration;
- Ability to learn from and catalyze across a variety of sectors, cultures, and backgrounds;
- Strong computer and office skills: MS Word, Excel, Outlook, and relational database experience;
- Proactive and responsive, with a strong customer orientation; good presentation skills and ability to explain complex processes to others;
- Experience in at least three of the following: organizational development, arts administration/best practices in the arts and arts organizations, marketing, fundraising, legislation and the arts.

CONTRACT

\$70,000/year for at least three years (pending annual review of success indicators)

APPLICATION DEADLINE

Wednesday February 5, 2020 by 5pm. Interested applicants may send resume and cover letter to Stephanie Hyre at shyre@tgkvf.org or to The Greater Kanawha Valley Foundation PO Box 3041 Charleston, WV 25331.