

# National Assembly of State Arts Agencies

KNOWLEDGE ★ REPRESENTATION ★ COMMUNITY

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## Professional Development Institute Manager Position Details

The National Assembly of State Arts Agencies (NASAA) seeks an experienced manager to coordinate the planning and implementation of the 2014 Professional Development Institute (PDI) event.

### ABOUT THE PDI

The PDI is a leadership development event for arts education managers from the nation's 50 state arts agencies. Each year these managers convene at the PDI to deepen their knowledge of effective arts education principles, practices and policies and to exchange ideas and information. The PDI is a long-standing cooperative program of NASAA and the Arts Education office of the National Endowment for the Arts (NEA). The agenda is developed by the Arts Education Working Group (a national steering committee), the NEA, the site host and NASAA. The 2014 PDI will take place November 11-13 in New Orleans, Louisiana, and is expected to involve about 60 participants.

### RESPONSIBILITIES

The Professional Development Institute manager holds primary responsibility for staffing the PDI and helping NASAA, the NEA and state arts agencies attain their goals for this event. Duties include a mixture of project management, communications and logistics activities.

### Committee Support

- Provide administrative support for Arts Education Working Group (AEWG) activities. Schedule committee and sub-committee conference calls, draft meeting agendas, take/distribute meeting notes, track action items, etc.
- Maintain committee documentation and facilitate online document sharing.
- Secure approval from the NEA and committee co-chairs on agendas, key communications and pivotal decisions.
- Communicate NASAA/state arts agency interests to the AEWG committee.
- Encourage active participation by all AEWG members.
- Facilitate adherence to the 2014 PDI planning time line.
- Coordinate AEWG nominations and committee leadership for 2015.
- Facilitate linkages between the AEWG and other NASAA or NEA committees or task forces working on arts education issues.

### PDI Planning

- Contribute to the development of PDI agendas that are responsive to NASAA and NEA needs, as well as the needs of the PDI host agency and participants.
- Recruit speakers and presenters.
- Manage the selection of meeting venue(s).
- Coordinate logistics, including room setups, A/V support, transportation, food and beverage, supplies, etc.
- Secure contracts and agreements with speakers, venues and vendors.
- Track expenses, prepare budget projections and produce budget reports.
- Review reimbursement requests.
- Develop a draft PDI planning time line for the next (2015) event.

### **PDI Communications**

- Prepare and disseminate information about the PDI agenda, travel stipends and registration procedures.
- Maintain PDI-related information on the NASAA website.
- Promote the event to prospective attendees.
- Monitor event registrations.
- Prepare on-site meeting materials (handouts, reference documents, etc.).
- Coordinate the preparation (with other NASAA staff as needed) of name badges, event rosters, signage, etc.
- Coordinate on-site note-taking and documentation.
- Produce reports of meeting proceedings.
- In collaboration with the NASAA research staff, design and conduct event evaluations and prepare reports of findings.
- Prepare Final Descriptive Report materials for the NEA.

### **Arts Education Network Support**

- Maintain accurate contact information for all state arts agency arts education managers.
- Relay staff changes to NASAA's development and membership manager.
- Initiate outreach to new arts education managers. Orient them to NASAA services, PDI offerings and the arts education managers' network.
- Guide new managers' self-assessments to diagnose skills, strengths and weaknesses.
- Coordinate peer-to-peer mentorships for new arts education managers.
- Monitor and contribute postings to the peer group's listserv.
- Serve as a liaison between arts education managers and NASAA. Keep NASAA apprised of AEWG activities, PDI preparations, and issues/trends emerging in the arts education network. Keep state arts agency arts education managers apprised of NASAA activities.

### **Additional Responsibilities**

- Contribute to "all hands on deck" preparations for NASAA's Assembly 2014 convening (a larger meeting to which the PDI is attached).
- Perform other administrative, research or communications duties as assigned.

### **KEY WORKING RELATIONSHIPS**

- Reports to NASAA's chief program and planning officer.
- Maintains close communications and productive working relationships with NEA staff.
- Maintains close communications and productive working relationships with AEWG members and the PDI host agency.
- Follows the guidance of NASAA's director of meetings and events regarding hotel/venue contracts, room blocks, food and beverage, hotel-related A/V, transportation, liability issues, etc.
- Collaborates with NASAA's communications manager to post PDI materials on-line and to copy edit key PDI documents.
- Maintains productive working relationships with state arts agency and NASAA staff.

### **REQUIREMENTS**

- 3+ years of experience in managing complex multi-stakeholder projects
- 2+ years of experience managing logistics for meetings and events
- Knowledge of arts education (specific knowledge of *state-level* arts education policies and networks highly desirable)
- Proven abilities to manage collaborations and facilitate group processes
- Excellent verbal and written communications skills
- Excellent organizational abilities, including keen attention to detail
- Ability to manage budgets and maximize the use of finite resources
- Mastery of Microsoft Word, Outlook and Excel

- Familiarity with on-line group productivity tools (such as Doodle scheduling, Google Docs and Google Hangout)
- Bachelor's or master's degree

**AVAILABILITY**

Candidates must be able to start no later than June 1, 2014 - ideally earlier. Travel to New Orleans is necessary for a June 4-6 site visit and the November 11-13 PDI event.

This job requires an average of 25-30 hours per week, with the flexibility to devote more hours during peak times. Candidates must be available to work full time during the site visit and the PDI meeting.

Telecommuting is a possibility for candidates with a high level of prior experience and pre-existing knowledge of this field.

**TERMS**

Compensation depends on experience and qualifications. Employment terms (exempt hire or contract) are flexible. Benefits are available for an exempt hire. The period of employment for this position is from time of hire through January 1, 2015, with a possibility for renewal or upgrade to full time if funds become available.

**TO APPLY**

Submit a letter of interest and a resume to [jobs@nasaa-arts.org](mailto:jobs@nasaa-arts.org) with the subject line "PDI Manager Search." Applications will be accepted through April 27 or until the position is filled.

No phone calls.

NASAA is an Equal Opportunity Employer.

Posing date: March 2014