



## JOB ANNOUNCEMENT DIRECTOR OF PROGRAMS

Status: Full-time, salaried

### ABOUT CULTURESOURCE

CultureSource is a Detroit-based coalition of cultural organizations and creative people that supports the vitality of Southeast Michigan's arts and culture community. We use our expertise and connectivity to serve arts and culture nonprofits as well as artists, philanthropists, and policymakers all striving to have creative and cultural expression benefit the public across our seven-county region (a population area of about 4.8 million people).

### ABOUT OUR PROGRAMS

As described in our Strategy Guidebook, our programs are designed to regularly surprise and delight participants, anticipate sector needs, have influences traceable locally and nationally, and be considered essential among culture workers. Below are seven current types of programs:

1. **Events**, including seminars, conferences, and roundtables, that nurture strong, vibrant, and networked enterprises of unbounded creative expression;
2. **Grantmaking**, in partnership with philanthropic institutions, that helps arts groups reposition for resiliency (including through cross-sector partnerships) and that seeds the work of cultural entrepreneurs;
3. Adaptive changemaking **Consulting Services** that offer training and support in organizational strategy planning, leadership development, facilitation, and innovation management in the arts;
4. A **Think Tank** (*new*) that hosts an annual Ideas Summit and focuses on policy development and gathering and sharing data insights;
5. An arts **Internship Program** for high school students that runs as a partnership with Bloomberg Philanthropies;
6. An **Arts and Tech Practice** that promotes digital adaptation and imagination as well as collaborative R&D; and
7. Ongoing readiness for **Crisis Response** that allows us to nimbly be whatever our members and partners need within the context of our mission.

While CultureSource's priority audience is Detroit and Southeast Michigan, we also provide national service rooted in our local practice—a framework inspired by our Minnesota-based peer Springboard for the Arts. Our positive benefit to our local community was most recently affirmed in our year-over-year membership increasing 54% to 221 arts groups.

### ABOUT THE ROLE

Over the past seven years, CultureSource has grown tremendously—for instance, annual revenue has increased from \$500,000 to \$5.3 million, full-time staff have increased from five to thirteen, and members and partners are increasing seeking our support. We are proud that we have been able to do more for and with our community, while at the same time attending to growing our own capacity to serve. Within that ongoing evolution, this **newly established director of programs role** will work alongside the executive director and six program team staff members in guiding programmatic strategy and implementation and overseeing program operations that continuously improve.



## HOW YOU WOULD FIT IN

Reporting to the executive director, the director of programs will be responsible for the operational success of our programming, partnering with the executive director, coordinating with a four-person organization management group, and supporting a six-person team of program managers and coordinators. The director of programs will also work across the organization internally, supporting cross-functional activity, and will externally engage in some client service and partner cultivation.

**Program Leadership:** Designs programs and services to benefit CultureSource's members and partners. Works with executive director on long-term strategy and with program managers on near-term program development and execution. Monitors programs' potential for advancement and interconnectedness and alignment with our guiding principles. Regularly explores new frameworks for programs and experiments with implementation and integration. *[The programs area is the most robust part of our work, and as the executive director focuses more and more on large, strategic, future-focused relationships and ideas, the programs area needs dedicated attention and TLC.]*

**Operations Oversight:** Provides coaching and guidance to program managers related to their day-to-day work and professional development as curators, executors, and supervisors. Develops dynamic work plans with program team members as their responsibilities and the organization evolve, and coordinates cross-functional project teams for programs funded by restricted revenue—assigning tasks, creating calendars, planning sequencing, ensuring compliance, and leading goal setting, monitoring, and evaluation. *[The existing team is really talented and will be at its best working with a program director who is an accessible ally, co-thinker, enabler, and instigator.]*

**Organizational Advancement:** Oversees all staff hiring and contractor engagement processes, incorporating best and emergent practices in HR as well as CultureSource's organizational culture pillars into decision-making. Serves as the go-to staff resource for assistance with the planning, legal, and financial dimensions of HR relationships. Over time, delivers some internal and external programs as a facilitator. Acts as an ambassador, representing program activity to staff, board members, donors, and partners who might benefit from increased awareness. *[Because the programs area has so much personnel, it is a natural extension for the director to provide staffing expertise to the whole organization. Additionally, the unique positioning of this role creates an important opportunity for the director to have broad internally- and occasionally externally-facing engagement.]*

## LIKELY AFFINITIES AND INTERESTS

The rapidly changing societal context of arts work and CultureSource's call to be responsive to emerging issues means we strongly embrace complexity and being adaptive. We also do not have a fixed service or product, and while parts of our work are importantly characterized by stability, we lean into opportunities to pivot for sustainability. Given this, ideal candidates do not need to enjoy change—few people do—though they will have knee-jerk reactions of seeing change as an imperative rather than an annoyance. This is arguably the most important candidate characteristic.

Additionally, ideal candidates are likely to have a combination of some, though not all of these interests and preferences:

1. You like being in the role of coach, and in that, you are skilled at listening, inspiring achievement, and sharing notes about improvement.
2. You have innate timeline fidelity and know when and how to move from deliberation to decision-making.



3. You like systems: thinking about, establishing, and constantly tweaking them.
4. You have deep experience in arts-related research, event presentation or curation, education, advocacy, or grantmaking, or in designing professional development for arts workers.
5. You can confidently express opinions that challenge conventional thinking, disappoint others, or represent a dissenting view.
6. You have practiced as an artist.
7. You like working amid thorny or head-scratching problems.
8. You are comfortable talking in front of groups of people, and in those cases, your words and presence generate audience engagement and comprehension.
9. You are curious about emergent ideas and self-motivated to probe their implications with others or test their practical applications.

## **WORK CONDITIONS & COMPENSATION**

Available to work 40 hours per week in a hybrid environment. Our whole team works from the physical CultureSource office on Tuesdays and Wednesdays, 10am to 3pm. The rest of the workweek you may work from wherever is convenient for you, understanding that there will be phone/email/messaging/Zoom communication that is limited to 9am–5pm Monday-Friday.

Outside of office work, there will be occasional travel for professional development, to meet with partners, or to observe or facilitate a program.

Team members receive a MacBook Air work computer, and core information systems include Google Workspace, Slack, 1Password, NeonCRM, plus Adobe and Microsoft applications. Use of AI (for instance, ChatGPT) is encouraged, but not at the expense of rich, hard critical thinking.

The annual salary is \$125,000 paid electronically every other Friday. Benefits include healthcare, dental and vision coverage, generous personal paid time off, 401k contribution, and additional office-wide holidays.

## **TO APPLY**

Please use [this portal](#) to outline your interest. There, you will be asked to supply the following:

1. Please write two to three paragraphs telling us why you are interested in the position, and how you believe you meet the qualifications.
2. Please send your work/skills/training history as an attachment (either .doc, .docx, or .pdf), OR include a link to your LinkedIn profile.
  - We do not have a preference on which one.
  - You will not receive special consideration for sending both.
  - Our aim is to understand where you have worked before, and the types of roles you have had. We are open to and interested in learning from folks across the spectrum of experience and industry.

Qualified applicants will receive an email within five business days to schedule a conversation.

Position open until filled.