



JOB TITLE	REPORTS TO	FLSA STATUS	SALARY
Program Director	Executive Director	Full-Time Exempt	\$40,000

About the Organization

The Springfield Area Arts Council is dedicated to enriching the community through the arts. Our initiatives, from live performances to grant opportunities, celebrate creativity in all its forms and enrich the cultural landscape of the Springfield area. We are at an exciting turning point, expanding our programming, strengthening community partnerships, and securing new funding to support the arts in Sangamon and Menard counties.

At the Springfield Area Arts Council, we believe creativity flourishes when everyone feels welcome and supported. We strive to create an inclusive environment that reflects the diversity of our community and celebrates the unique perspectives that each person brings to our work.

We are committed to treating all individuals with fairness and respect, regardless of race, ethnicity, age, gender identity or expression, sexual orientation, ability, religion, national origin, or any other part of their identity. The more diverse our team, the stronger our impact on the arts.

Job Overview

The Springfield Area Arts Council seeks a highly organized and motivated individual to lead the planning and execution of its major programs and events. This role requires strong project management, event planning, fundraising, and communication skills and a passion for fostering arts and culture in the community.

The Program Director will manage event logistics, volunteer coordination, fundraising, marketing, and community partnerships to ensure successful programming. Their primary goal is to coordinate the Levitt AMP Springfield Music Series, while planning and supporting other SAAC programming. They will serve as a liaison with funders, lead event committees, and work closely with SAAC's Executive Director to expand and sustain arts programming in Springfield.

This is a full-time, fixed-term position funded for one year, with the possibility of renewal based on future funding. Employment is subject to a one-year contract, and continuation beyond this term is contingent on securing additional funding.

Benefits

- Fixed Monthly Health Insurance Stipend
- Employer-Contributed Simplified Employee Pension Plan
- Flexible Schedule / Hybrid Work
- Employer Paid Parking
- Paid Time Off

Responsibilities and Duties

Lead Event Planning & Management Oversee all aspects of the Levitt AMP Springfield Music Series, including volunteer coordination, music production, fundraising, grant reporting, and on-site event execution. Assist in planning and executing SAAC's other major programs and events.

Coordinate Music & Production Manage talent booking, contracts, and logistics for performers. Ensure smooth day-of-show operations, including hospitality, technical needs, and ASL interpretation.

Fundraising & Financial Oversight Engage donors, secure sponsorships, and work with SAAC's fiscal agent to process payments and maintain financial sustainability.

Volunteer & Staff Management Recruit, train, and oversee volunteers, committees, and interns to support event operations.

Community Engagement & Partnerships Develop relationships with artists, vendors, and sponsors to enhance programming and secure support.

Marketing & Promotion Assist in social media, promotional materials, and outreach efforts to increase event visibility and attendance.

Grant Writing & Reporting Support grant applications and ensure compliance with funding requirements.

Administrative Duties Maintain event records, coordinate contracts and permits, and manage program communications.



Skills and Qualifications

A successful candidate will possess the following qualifications:

- Bachelor's degree, preferably in a related field, or equivalent experience
- At least one year of experience of working in the nonprofit sector
- Computer proficiency and familiarity with social media, Google Suite, and Microsoft 365
- Demonstrated success in fundraising and in grant writing
- A driver's license with access to a vehicle
- Experience in event planning and volunteer management

A successful candidate will possess the following skills:

- Solid organizational and strategic planning capability
- Ability to build and retain strong funding relationships with individual donors, corporations, foundations, members, and other supporters
- Excellent communication skills – oral, written, and presentational
- Proven interpersonal skills with an ability to interact with diverse populations
- An understanding of and commitment to connecting communities and stimulating economic development through arts activities
- Knowledge of the arts sector in the Springfield area
- Strong budget management skills
- Efficient multitasking skills
- Understanding of successful marketing strategies

Working Conditions

This is a one-year position with irregular hours, including evenings and weekends, to support events and programs. Many of our programs take place outdoors during the summer, meaning exposure to heat, humidity, and varying weather conditions. The role involves setting up and transporting event materials, which may require moving equipment or coordinating support to ensure accessibility for all team members. This is a hybrid position, with a combination of remote work and in-person responsibilities. We are committed to fostering an inclusive work environment and will provide reasonable accommodation to ensure all qualified candidates can perform the essential functions of the role.