



Position Description **Professional Development & Outreach Coach**

Reports To: Executive Director

Location: Creative Waco, 712 Austin Avenue, Waco, Tx, 76701

We believe that creativity is behind every innovation that has made the world better.

This new position is designed to facilitate two new initiatives that will grow and sustain a thriving cultural and creative community in Waco and McLennan County, Texas. We are looking for a creative, motivated, and organized individual with outstanding communication skills - ideally in English and Spanish - to lead the regranting of Creative Waco's American Rescue Plan funds, and to oversee the implementation of the AIR Institute program for arts and entrepreneurship in Waco and McLennan County – and eventually across Texas. Creative Waco strives to be a learning organization. These programs use design thinking methodology to create a positive feedback loop for generating ideas, testing them, evaluating, learning, and continuously improving.

Primary Function/Purpose:

The Professional Development & Outreach Coach position will be responsible for managing programs and resources for the transformational success of our community's artists, performers, arts organizations, and creative entrepreneurs. The successful candidate will oversee two exciting new programs:

- 1/ Regranting of funds made available to Creative Waco through National Endowment for the Arts via the American Rescue Plan for the purposes of post-pandemic economic recovery, promotion of diversity, equity and inclusion, and re-connecting people through shared arts experiences. (50%)
- 2/ Implementing the AIR Institute program of workshops and coaching designed to help creative people expand their business skills and business people become more creative. (50%)

This position reports to the Executive Director of Creative Waco (CW) and is a full-time position with a combined commitment of approximately 40-45 hours per week.

Main Responsibilities:

Work with board, executive director, staff team, artists, community partners, and facilitators to launch Creative Waco's ARP regranting program and implement AIR Institute professional development and entrepreneurship curriculum.

1. Work with Creative Waco Board and Executive Director to establish strategic and program goals for Creative Waco's Professional Development activities;
2. Participate in online and in-person orientation and training to understand technical and compliance requirements for ARP grant distribution;
3. Participate in online and in-person orientation and training to understand AIR Institute curriculum and programs and successfully qualify as a licensed facilitator;
4. Work with Creative Waco team and partners to develop, test and improve successful and sustainable program materials and systems for application, implementation and evaluation of programs;

5. Manage, organize, and administer ARP regranting inquiries, applications, grants and contracts; tracking projects and recipients to ensure to ensure compliance, and connecting applicants with other success factors;
6. Participate in the oversight of program budgets; submit budget recommendations as necessary; monitor financial transactions, expenditures, and identify and report potential variances;
7. Cultivate and maintain positive working relationships with artists, arts leaders, program partners, local, state and national government entities, business community, civic leaders, and funders;
8. Serve as creative professional development expert and liaison for Creative Waco and represent Creative Waco as needed to advance professional development and outreach goals;
9. Understand, communicate, and implement technical and legal requirements for grant distribution and monitoring;
10. Manage the recruitment, training, and deployment of facilitators and program participants for professional development through AIR Institute program;
11. Work with Director of Communication and Executive Director and partners to create and manage accurate, inviting program information online and through multiple communication channels and media.
12. Track project and program implementation, gather data and evaluation material and report regularly on impact and outcomes.
13. Work with staff and board to build program support, including sponsor and donor cultivation and recognition events, information management, and gift acknowledgements;

Responsibilities specific to AIR Institute Program

- Achieve and maintain AIR Institute Facilitator certification
- Meet with AIR staff weekly to keep and manage momentum for community use of AIR programs
- Participate/co-lead monthly facilitator meetings with AIR staff
- Communication with and coordination of facilitators
- Serve as first point of contact for communities, individuals, and facilitators for Texas
- Coordinate marketing efforts related to AIR opportunities locally – and eventually across Texas
- Coach communities as they plan workshops
- Serve as a facilitator for ABBBA and Shift Workshops
- Manage planning and recruitment of next cohort of AIR Facilitators including in-person training arrangements

You can learn more about The AIR Institute and its programs [HERE](#)

Additional Responsibilities:

1. Maintain a variety of automated and manual logs, records and files; perform a variety of record keeping, filing, indexing and other general clerical work;
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of arts professional development;
3. Attend and participate in community meetings as needed;
4. Perform related duties and responsibilities as required.

Person Specification:

A masters level qualification in relevant field is welcomed, but not required. The Professional Development & Outreach Coach needs to be able to do the following:

- Work independently with minimal supervision;
- Manage projects at various stages of development;
- Prioritize work and meet critical deadlines;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Have a positive, ethical, problem-solving approach;
- Be able to navigate complex and sensitive issues, handle inquiries and complaints in an efficient and timely manner;
- Be committed to advancing Creative Waco's mission;
- Be whole-heartedly supportive of Creative Waco's core values, including our commitment to being invitational to all people, and advancing equity and inclusion across our diverse community.

Environmental Conditions:

- Location: Office environment and across the community in a variety of settings.
- Hazards: Work pressure of fast-paced, high volume, high visibility programs. Exposure to computer screens.
- Equipment Used: Computer, general office equipment, audiovisual and presentation equipment.
- Safety Equipment: None.

Terms:

- Full-time, 40-45 hrs/week, must have somewhat flexible schedule
- Salary in the range \$40,000- \$50,000 per year
- \$350 monthly wellness stipend
- 3% employer contribution toward Vanguard retirement account
- 15 business days of vacation leave per calendar year, plus standard Federal Holidays
- 10 days of sick/compassionate leave per calendar year
- Investment in travel and professional development as needed in consultation with Executive Director

About Creative Waco:

Creative Waco serves as the Local Arts Agency (LAA) for Waco and McLennan County. Formed in 2015, our mission is to Grow and support a thriving cultural and creative community in Waco and McLennan County, Texas. You can learn more about us [HERE](#).

To Apply:

Please complete the online application form linked at <https://www.creativewaco.org/air-institute>

And submit with

1/ A letter of application outlining your suitability for the position

2/ Your Resume and LinkedIn profile

3/ At least 2 email and telephone contacts for referees

By midnight (Central Time) on January 20, 2022.