

## **DEPUTY DIRECTOR**

The National Council for the Traditional Arts (NCTA) seeks a passionate, imaginative, and resourceful deputy director with a successful record of arts management, leadership, collaboration, cultural competency and vision. Our ideal candidate will share our mission and values, and embrace the challenges of envisioning, shaping and securing the NCTA's future in the 21st century. This position offers significant opportunity for advancement in a dynamic organizational environment.

The deputy director will work closely with the executive director to advance the organization's goals and initiatives, and to support and maintain the excellence of NCTA programs. S/he will assist in managing the overall operation of the NCTA and its activities including: administration, programming, event production, strategic planning, grants and fundraising, finances, marketing, staff supervision, board relations, and advocacy. We seek an individual with a strong commitment to the folk and traditional arts that possesses a minimum of five (5) years experience in a senior role of responsibility with an arts/cultural organization; experience in the creation, production and marketing of public programs; and the ability to develop, write and administer grants, and conduct other development activities. S/he will have the ability to: effectively articulate the nature and value of folk and traditional arts to non-professionals; develop and manage budgets; establish and nurture relationships with diverse institutional and community partners and constituencies; and lead special initiatives and projects as directed. Excellent, adaptable verbal and written skills are required, as is experience with Microsoft Office Suite and databases such as Filemaker Pro. S/he will have the ability to: develop presentations; create reports; lead, manage and supervise employees; and facilitate/lead meetings. Experience deploying electronic and social media is an asset, as is experience with qualitative and quantitative research.

Minimum Requirements: a bachelor's degree and relevant organizational and program management experience. This is a full-time position that necessitates some travel. Compensation is commensurate with experience. Full benefits package. Submit cover letter (required) and resume electronically to: [work@ncta-usa.org](mailto:work@ncta-usa.org).