

Description

Create Birmingham – Programs Specialist

Organization

Create Birmingham's mission is to invest in imagination and invention. In practice, this means the nonprofit organization supports workforce development, entrepreneurial ventures, and job growth in the nonprofit and commercial creative industries, including performing arts, visual arts and crafts, culture and heritage, media and film, design, and culinary arts.

The agency's work is informed by the knowledge that creative enterprises often need external resources to be successful but lack access to conventional support services. Diversity, equity and inclusion are at the core of the agency and consciously influence its operations.

Formerly the Cultural Alliance of Greater Birmingham, the organization was incorporated in 2004 in response to a community cultural plan that identified the need for an umbrella organization for the nonprofit arts and culture sector.

Ten years later, the Alliance was transformed by its leadership role in the development of "Stoking Innovation in the Magic City: Birmingham's Creative Industries," a research study and map for economic growth, released in 2014. This economic and talent snapshot of our creative community, taken at a critical stage when investment and stewardship can be catalysts for continued momentum, guides Create Birmingham's program design and implementation.

As the only agency in the region exclusively dedicated to the economic development of the creative industries, Create Birmingham offers a slate of programs and services that provide a rapidly evolving continuum of creative industry infrastructure. Flagship programs include CO.STARTERS, Film Birmingham, Birmingham365, Office Hours and The Business of Creating.

Position and Summary

The Programs Specialist will be a vital part of Create Birmingham's programmatic activities and delivery.

Roles and Responsibilities

Program Administration – Support admissions process for technical assistance programs, track and capture monthly program data, maintain Film Birmingham Reel-Scout database, manage Birmingham365 calendar approvals and posts. Attend Create Birmingham programs and community events as needed.

Communication – Assist in outreach and communication to Create Birmingham stakeholders, including funder reporting, acknowledgements, and additional correspondence as needed. Send weekly communication, via email, to program participants. Format weekly newsletter. Assist with content creation for social media posts as needed. Serve as first point of contact for program candidates. Assist with post-program follow up and surveys.

Traits and Characteristics

The Programs Specialist will be a highly organized and responsive individual who is comfortable managing program administration. This person will be community driven and willing to work towards positive outcomes for our constituents across programming. This person will be flexible, resourceful, and able to respond to the changing needs of our creative community quickly and efficiently. This person will be a team player who is invested in the mission and work of Create Birmingham.

Qualifications

The ideal Programs Specialist will have some administrative experience and ability to adopt new technology quickly. Must be proficient in Google Suites, Excel, and general database management. Experience in Constant Contact (or similar platform), WordPress, or Slack is a plus. The Programs Specialist must have excellent communication skills and writing ability.

Compensation and Benefits

Create Birmingham provides an equitable and competitive compensation package that includes:

- Salary range of \$35,000 - \$42,000/year commensurate with experience
- Health and dental insurance provided by the organization
- Retirement plan with 8 percent matching contributions
- Generous vacation, sick leave and paid holidays
- Professional development opportunities
- Hybrid work schedule

To Apply

Please send your cover letter and resume to jobs@createbirmingham.org no later than 5pm on Friday, October 1st.

Final hire will be contingent on a comprehensive background check and COVID vaccination verification.