



MAYO STREET ARTS

COMMUNITY OUTREACH

Position Description

The MSA Community Outreach staff member is a highly-visible ambassador of Mayo Street Arts, responsible for building and maintaining relationships with other individuals and organizations.

The Community Outreach staff member works closely with the Executive Director and MSA staff to effectively communicate all opportunities for community members to engage with existing programming.

During the course of regular conversations with individuals in the East Bayside community, the Community Outreach staff member identifies unserved areas of programming interest and barriers to access. They will then work directly with the Executive Director to explore means of addressing the concerns and needs expressed during these conversations.

The Community Outreach staff member maintains a semi-regular presence at the full spectrum of MSA's visual and performing arts events and youth events.

The Community Outreach staff member works with the Executive Director to support the pilot year of a Traditional Arts Network designed to provide networking, professional development, and marketing support to Rwandan, Congolese, Burundian, Somali, and Somali-Bantu immigrant artists in Portland and Lewiston/Auburn.

The Community Outreach staff member reports to the Executive Director and works with MSA staff and constituents to ensure artistic and organizational success.

Necessary Skills:

- Outgoing personality
- Strong interpersonal communication and listening skills
- Comfort working with people from a variety of backgrounds and across language barriers
- Computer and administrative skills including but not limited to word processing, spreadsheets, email, and Zoom
- Ability to work independently
- Leadership

Community Outreach:

- Attends events held by MSA as well as other community organizations
- Develops personal relationships with individuals in the community
- Works with existing contacts to expand network of potential MSA attendees/participants
- Offers scholarship and pay-what-you-can opportunities based on need
- Oversees the translation of promotional materials to meet the needs of our non-English speaking community members

Traditional Arts Network:

- Meets regularly with immigrant artists to discuss their creative and professional aspirations
- Identifies translation needs and obtains services as needed in consultation with the Executive Director
- Plans and oversees a traditional artist gathering at MSA in December, including scheduling, coordination of transportation, and oversight of MSA staff, volunteers, and contractors
- Oversees the documentation of the gathering, both in photo/video media and note taking during group discussions and breakout sessions

Community & Youth Programming:

- Works with the Program Manager and Executive Director to facilitate meetings of the East End Community School Partnership committee, made up of students and staff
- Attends all in-school performances and workshops to build relationships and networks
- Maintains a presence at summer programming and on-site workshops and classes
- Represents MSA at festivals, conferences, and other public events

Admin:

- Tracks contact information, listening session notes, photo/video documentation, marketing and outreach materials inventory, etc.
- Provides written copy, logistical information, imagery, etc. to Advancement and Communications Manager for the creation of outreach materials
- Facilitates virtual meetings via Zoom
- Provides monthly outreach reports to the ED
- Attends board meetings as needed

Languages:

MSA staff conduct regular business in English, however many of our neighbors in East Bayside are non-native English speakers. Special consideration will be given to individuals with proficiency in other languages, especially French, Spanish, Portuguese, Arabic, and Lingala.

Hours & Compensation:

Hourly Wage: \$22

This is a part time, 13 hour per week position. The schedule is flexible, although a portion of it will need to coincide with third-party events and gatherings including some weekends and evenings.

A MacBook laptop will be provided for work use.

This position involves travel to various communities in Maine. The Community Outreach staff member will be responsible for providing their own transportation, for which they will be reimbursed at the IRS' standard mileage rate.

Application & Hiring Process:

Individuals interested in applying for the Community Outreach position should email a cover letter and resume to ian@mayostreetarts.org.

Applicants will be considered on a rolling basis with interviews beginning on Friday, July 23. Applications will be accepted until Friday, July 30 at 5:00 PM. The position will begin as soon as Monday, August 2.

We encourage applicants of all experience backgrounds—especially residents of East Bayside—to apply.

Specific questions regarding the position, the organization, and/or the application process should be directed to MSA Executive Director Ian Bannon via ian@mayostreetarts.org or (207) 879-4629.

Diversity Statement:

MSA is an equal-opportunity employer committed to promoting diversity, equity, and inclusion in the workplace and to hiring staff members who represent, reflect, and understand the wide range of communities and stakeholders we serve. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply. MSA does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.