

**WISCONSIN ARTS BOARD – POSITION DESCRIPTION  
FOLK AND TRADITIONAL ARTS COORDINATOR  
COMMUNITY SERVICES SPECIALIST**

With the general supervision of the Assistant Director, plan, coordinate and implement the Wisconsin Arts Board's statewide programs and services for folk and traditional arts. Plan, coordinate, and implement the Creative Communities – Folk Arts, Creative Communities – Arts Education, the Folk Arts Apprenticeship, and the Woodland Indian Arts Initiative grants programs. Assist with the agency's Arts in Education programs and services. Work with underserved communities and local governmental personnel. Direct the Wisconsin Folk Arts Education program. Direct other special projects as assigned.

Goals and Worker Activities

**55% A. Direct WAB's Folk and Traditional Arts Programs and Services**

A1. Develop and effectively recommend and implement program policies, goals, objectives, and activities.

A2. Develop funding strategies and prepare grant applications to fund programs. Manage awarded grants and write required reports.

A3. Act as lead worker and provide performance evaluations for interns, LTEs, and others working in Folk and Traditional Arts programs.

A4. Conduct original field research and survey projects on Wisconsin folklife. Develop public programming emerging from that research. Develop reports and other materials from that research and disseminate.

A5. Provide general advisory and technical assistance for folk arts constituents statewide, including individual artists, arts organizations, and local units of government.

A6. Develop and maintain resource information on Wisconsin traditional artists and on public and private organizations concerned with folk arts.

A7. Develop and implement initiatives promoting and providing access to the folk arts in underserved communities, including surveying training needs, arranging for funding, providing training, and evaluating training.

A8. Represent the Wisconsin Arts Board in maintaining relationships with the National Endowment for the Arts, regional arts affiliations, and community groups. Serve as program liaison to other states' folk arts coordinators.

A9. Represent the Wisconsin Arts Board as program liaison on a national level with such agencies as the Smithsonian Institution, the Library of Congress, and the American Folklore Society.

A10. Develop opportunities to increase the exposure of Wisconsin folk arts in the media. Serve as program liaison with the state media system including Wisconsin Public Radio;

Wisconsin Public Television; the Wisconsin Academy of Sciences, Arts and Letters; and the University of Wisconsin.

A11. Report regularly to the Wisconsin Arts Board on folk arts activities.

**20% B. Direct the Folk Arts in Education Program and Assist with the Agency's Arts Education Work.**

B1. Develop and effectively recommend program policies and services, goals, objectives and activities.

B2. Develop funding strategies and prepare grant applications to fund programs and services. Manage awarded grants and write required reports.

B3. Recommend appropriate folk arts in education specialists to staff projects within the program. Act as the lead worker for them in their efforts.

B4. Monitor and evaluate the effectiveness of the program's policies and procedures; implement necessary changes.

B5. Lead development of the *Wisconsin Folks* website. This includes:

- Supervise all content preparation for the website.
- Supervise all design elements for the website.
- Supervise inclusion of traditional and ethnic artists in the website.
- Lead promotional efforts to inform educators about the website.
- Secure funding for continued development of the website.

B6. Provide regular communication with folk arts educators and teaching folk artists, informing them of WAB services and programs.

B7. Represent the Wisconsin Arts Board in maintaining relations with partners in Wisconsin Teachers of Local Culture (WTLC). Work with WTLC partners to develop and implement educational efforts.

B8. Represent the Wisconsin Arts Board in maintaining relations with local, regional and national agencies, such as the Center for the Study of Upper Midwestern Cultures and Local Learning; The National Network for Folk Arts Education.

B9. Direct the planning for and supervision of inter-agency efforts in Folk Arts Education.

**20% C. Administer the "Creative Communities – Folk Arts" (CC-FA) and "Creative Communities – Arts in Education" (CC-AE) Grant Programs, the "Folk Arts Apprenticeship" Grant Program (FAAP), and the "Woodland Indian Arts Initiative" Grant Program.**

C1. Develop program criteria, applications, guidelines, panel review forms, and other supportive materials for all Creative Community grant programs in collaboration with the program team, and separately for the FAAP and WIAI grants.

- C2. Disseminate information about the opportunity to apply to these grants programs through electronic media, print media, conference presentations, and on-site recruiting.
- C3. Provide technical assistance to constituents regarding grant policies and procedures. Counsel applicants on preparation of work samples and application forms.
- C4. Review grant program applications for eligibility based on established program criteria.
- C5. Solicit recommendations, research qualifications and, with Executive Director's approval, effectively appoint advisory panels to review and recommend award recipients on an annual basis.
- C6. Staff the advisory peer panel and committee meetings conducted for the purpose of application review and award recommendations. Within established agency policies, provide appropriate information to the panel on applications and on the programs. Following each panel meeting, prepare for the Board a summary of the panel meeting and panelists' comments.
- C7. Manage Board review of advisory panel recommendations.
- C8. Monitor completion of grantee paperwork following the award of grants, i.e. submission of grant agreements, necessary revisions, and other materials specific to the three grants programs.
- C9. Conduct on-site or telephone reviews to monitor grantee progress and evaluate compliance with agency requirements.
- C10. Provide technical assistance to awardees regarding their projects, including documentation of their progress and final presentation.
- C11. Assist in the review of final reports submitted by grantees to determine satisfactory completion of grant activities.
- C12. Staff the Woodland Indian Arts Initiative committee of the Board as they set program policies, goals, objectives, and activities.

**5% D. Administer Special Projects**

- D1. Perform special projects as assigned by the Executive Director or Assistant Director and prepare the necessary reports or recommendations in a timely fashion.

## Knowledge, Skills and Abilities

1. Extensive knowledge of Wisconsin folklife, folk arts, and regional and local cultural communities.
2. Ability to manage physical and digital collections of documentation and to work in collaboration with state records office for permanent deposit. Maintain database of the collections.
3. Skill in directing a multi-faceted, multi-year project, including field research projects on Wisconsin folklife and folk arts.
4. Excellent fieldwork skills.
5. Ability to work effectively and respectfully with diverse cultural groups and individuals. Ability to work effectively with diverse constituencies such as students, administrators, folk artists, scholars, fellow folklorists, and members of underserved communities.
6. Ability to communicate effectively via multiple media in all areas relating to folk arts with various audiences and constituencies. Excellent communication skills.
7. Ability to provide technical assistance, informational services, and training programs to folk arts constituents. Skill in working collaboratively with folk arts constituents to meet mutual programming and funding goals.
8. Knowledge of web-site design, creation, and maintenance.
9. Knowledge of state and federal policies, programs, and practices as they relate to folk arts programming and funding.
10. Skill in locating appropriate funding sources and services and effectively applying them to folk arts programming needs. Demonstrated successful grant writing & managing skills.
11. Well-qualified applicants will have graduation from a college or university with a degree in folklore or a related discipline. Advanced degree preferred. Coursework in public sector folklore is a plus