



## About Jerome Foundation

The Jerome Foundation, created by artist and philanthropist [Jerome Hill](#) (1905-1972), seeks to contribute to a dynamic and evolving culture by supporting the creation, development, and production of new works by emerging artists. The Foundation makes grants to not-for-profit arts organizations and artists in Minnesota and New York City.

The Foundation's organizational values are:

**Diversity:** We consciously embrace diversity as a core value, affirming our intent to be inclusive in supporting a wide range of artistic disciplines, operating in and from a wide range of traditions, created in a wide variety of contexts and intended for different audiences. The Foundation consciously works to ensure that we are supporting a wide range of artists and organizations, including but not limited to those of diverse cultures, races, sexual orientations and identifications, genders, generations, aesthetics, points of view, physical abilities, and missions, and that we are modeling this goal both in our own behavior and in our organization.

**Innovation/Risk:** We embrace bold choices of grantees, but also in the creation of initiatives and specific grant making structures.

**Humility:** We take the position that we work for artists and the arts (rather than artists and the arts work for us), that we are driven by service rather than by expectation of or opportunity for recognition and visibility, and that we look to our grantees to help us understand the impact of our procedures, applications, reporting processes, etc., on our applicants as we define them.

## Overview of the Position

This position requires a talented and motivated individual with experience in and knowledge of multiple art disciplines, but with a specific depth of expertise in the visual arts and/or film/video/digital production. This individual should also express an active curiosity and support for performing arts and literature. This position works individually as well as with a team of Jerome Foundation colleagues in assisting grantees, potential grantees, grant review panelists, and arts organizations working with early career artists in a variety of disciplines.

**The Program Officer must have the flexibility to monitor performances, exhibits and public presentations of grantees, applicants and potential grantees and will be expected to attend up to 2–3 evening events each week in addition to being present in the office from 8:30 am–4:30 pm daily.**

**Because the Foundation rigorously adheres to standards of conflict of interest, Program staff are not allowed to pursue their own artistic work (including but not limited to workshops, seminars, residencies, production, exhibition or publication) with any grantee, applicant or potential applicant organization in Minnesota or New York City.** Any artists interested in this position should think carefully about the potential impact of this restriction on their own work and careers before applying.

**Responsibilities:**

- Be a point of contact and provide assistance to potential applicants and grantees
- Maintain relationships with and monitor artistic progress of past, current and potential grantees; panelists; and art organizations
- Recruit panelists and facilitate review panels as appropriate
- Prepare written and other necessary review materials for panelists and the Board of Directors that summarize procedures, issues and recommendations for their consideration
- Maintain clear records of panel meetings and discussions and prepare reports on panel meetings for board of directors' review
- Research and review grant applications by gathering information from experts, making site visits, and analyzing application materials, including narrative and financial information
- Coordinate communications with Program Director related to grant contracts, declination letters, and payment requests for grantees
- Monitor grants in progress and evaluate grants that have been completed to determine if they have achieved their grant outcomes
- Consult with potential grantees and assist nonprofit arts organizations in their interactions with the Foundation in order to maximize their understanding of the grant making process
- Help support new initiatives as they are created
- Make occasional presentations, such as information sessions and webinars, on Jerome Foundation grants-related topics
- Participate with the larger philanthropic community through service on committees, task forces, etc., as interested and approved
- Maintain contact with other arts funding organizations and keep informed on and engaged with trends and best practices in assigned artistic fields and events in Minnesota and New York City as well as regionally and nationally
- Partner with other staff on tasks that concern the broad agenda of Jerome's work in order to ensure that decisions are made with diverse input to support the creation, development, and production of new works by emerging artists.
- Attend 2-3 evening events each week in addition to being present in the office from 8:30-4:30 pm daily
- Document interactions with arts organizations and artists, including meetings, event attendance, and calls.
- Actively demonstrate core organizational values in execution of all duties

**Qualifications & Experience Needed:**

- Commitment to the Foundation’s values of diversity, innovation, and humility
- Experience working with individual artists
- Excellent written and oral communication skills
- The capacity to be diplomatic, tactful, honest, and fair
- Well-developed research skills; the ability to synthesize new information readily
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Keen conceptual, analytical, and critical thinking skills; an inquisitive nature
- Commitment to service; compassion
- Ability to manage multiple tasks and timetables while maintaining focus
- A sense of humor
- Bachelor’s degree or graduate degree in arts management or arts-related field, or equivalent professional experience
- Familiarity with technology, ability to learn and adopt new computer programs, and ability to effectively integrate that technology into daily work
- Personal commitment to and involvement in the arts
- Flexibility in approach and willingness to adapt when necessary
- Proactive and action-oriented personality; strong sense of pace and urgency
- Ability and experience working productively and proactively both independently and as part of a small (6 person) office team
- Experience with arts grant management or peer review panels is helpful but not required
- Strong self-motivation and self-organization—i.e., someone who can take direction and also take initiative in fulfilling responsibilities
- Passion for the Jerome Foundation mission, alignment with the Jerome Foundation values and an existing network within the Jerome Foundation geographic funding areas

**Additional Information:**

- This position reports to Jerome Foundation Program Director
- Position is located in St. Paul, MN
- Applicant will travel overnight up to 15% of the time
- Applicant must be able to drive and provide own automobile as part of the position responsibilities (Employees are reimbursed for mileage incurred for business reasons)

**How to apply:**

Interested applicants should send the following:

- A cover letter briefly outlining the reasons for interest in the position, and noting particular artistic disciplines of strongest strength (whether dance, literature, media arts/film, music, theater or visual arts)

- A resume listing professional credentials, including dates, organizations and locations, brief description of responsibilities in each position, and any academic degrees, if relevant
- A writing sample of 1-3 pages, either assessing an exhibition, publication or performance, or analyzing an issue relevant to the arts
- A list of 3 references, with contact information (the Foundation will not contact any reference without notifying the applicant in advance)

The above materials should be sent by email to Ben Cameron, President of the Jerome Foundation, at [BCameron@jeromefdn.org](mailto:BCameron@jeromefdn.org).

Applications will be accepted until the position is filled. The Foundation hopes to identify a candidate no later than the end of May, 2018, but may move more quickly if an optimal candidate is identified before that time.