

**Paramount Center for the Arts
JOB DESCRIPTION**

TITLE: Director of Community Engagement DATE: August 2022

REPORTS TO: Executive Director DEPT: Administration

FUNCTION

The Director of Community Engagement leads the Paramount Center for the Arts (PCA) in building a diverse team of volunteers, participants, collaborations and partnerships. Using education and community activities in arts and entertainment, and utilizing practices that promote equity, diversity, and inclusion, works to enhance participation and support for the PCA thereby advancing its mission and purpose.

DUTIES/RESPONSIBILITIES

1. Connect the PCA’s creative programs and services with Central Minnesotans, supporting the PCA’s role as a dynamic leader of arts and entertainment.
2. Develop and implement, both internally and externally, the PCA’s long-term community engagement strategy, including building partnerships, event planning, and new programs.
3. Organize events and activities that connect community with arts, entertainment and culture.
4. Develop and oversee a robust volunteer program to support community engagement activities, such as visitor services, special events, farmers markets, downtown parades, and festivals.
5. Develop metrics to document and track program participation and visitor engagement.
6. Work with the PCA marketing team to increase awareness of and participation in all community engagement initiatives and programs.
7. Manage existing and new partnerships with a broad range of mission aligned organizations.
8. Act as the primary point of contact between PCA and community partners.
9. Facilitate an ongoing flow of information between PCA and its community partners.
10. Coordinate with local government to ensure access to municipal facilities and resources that could support outreach activities.
11. Work with staff to ensure that community activities are implemented professionally and successfully.
12. Collaborate with the Director of Development, local businesses, and other community organizations to enhance fundraising efforts for community engagement programs.
13. Prepare and manage the community engagement annual budget.
14. Typical duties as required.

POSITIONS SUPERVISED

NUMBER OF EMPLOYEES

DIRECT
Some Volunteers

None

INDIRECT
May give direction to others such as support and clerical staff.

Job Posting: Director of Community Engagement

Paramount Center for the Arts
913 W. St. Germain St.
St. Cloud, MN. 56301

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MISSION & VISION

The mission of the **Paramount Center for the Arts**, located in downtown St. Cloud, MN, is to provide opportunities for artistic production, creative exploration, arts education and the enjoyment of arts and entertainment throughout Central Minnesota and beyond. The Paramount Center for the Arts includes an 800-seat historic theatre – which celebrated its 100th anniversary in 2021 – plus over 8500 square feet of visual arts studios, and three gallery spaces, which can support community outreach programs.

The PCA vision is that all art will change people. The Paramount Center for the Arts will inspire through artistic excellence, transform through exploration of many different art forms, and connect one resident to another, who together, generate a positive impact on the culture and economy of the region.

Resume/curriculum vitae should be sent by US Mail or email to:

Mailing address:

Bob Johnson, Executive Director
Paramount Center for the Arts
913 W. St. Germain St.
St. Cloud, Minnesota 56301

Email: bjohnson@paramountarts.org

Applications should be submitted by 4:00 pm on Friday September 30, 2022.

This is full-time, exempt position (40 hours per week), Monday-Friday, with occasional evening and weekend hours. Employee to work both in the office and off-site, at partner locations, mostly between the hours of 9am-5pm. Annual salary: \$45,000-\$55,000, depending on experience and qualifications.