



Lincoln Arts Council Independent Contractor Arts and Economic Prosperity 6 Project Manager

The Lincoln Arts Council (LAC) is a Lincoln, Nebraska non-profit entity founded 50 years ago as an “umbrella” organization advocating for the arts. The mission of this purpose-driven organization is to bring positive arts experiences to all Lincolniters, whether they be an underserved child in our public schools, a patient at a local hospital, a youth in a detention center, a new artist struggling to break through, or a patron of the arts. We make artistic, joyful, healing experiences possible in every corner of our community. We believe access to the arts can connect people, lift them up, thereby creating and maintaining a vibrant community for all. LAC Mission: Championing the arts, connecting people, changing lives.

Key programs and events: The Arts Council implements programming that helps create arts access for all within the community. The Mayor’s Arts Awards is one of the Arts Council’s key events held each fall. The event celebrates the artists, arts organizations, volunteers, and supporters who create a vibrancy in the community through the arts. Other key programming includes the Lincoln Arts Festival, which is a juried fine arts festival that attracts artists from across the United States for a two- day event early summer. upstArt is the Lincoln Arts Council’s education program, bringing arts into schools, community organizations and the Lancaster County Youth Services Center Pathfinder Program. Advocating for the arts in Lincoln is a key component of the Arts Council’s work.

Position Overview: The Lincoln Arts Council will partner with Americans for the Arts (AFTA) in a national study of the economic impact of the arts in communities during the 2022 calendar year. This is the 5th study that LAC has participated in.

- Works with approximately 50+ arts/culture organizations in Lincoln to create a plan for collecting **audience-intercept surveys**. This involves multiple contacts with arts organizations to ensure that the surveys are completed.
- Creates copies of survey tool and delivers/sets up the survey process as needed at the venue.
- Assists with getting audiences to fill out the survey as allowed before/after the event. Some venues do this themselves.
- Collects surveys and sends to AFTA quarterly. Minimum survey amount is 800. LAC collected 1500 for the last AEP study.
- Creates comprehensive list of eligible nonprofit arts and cultural organizations to send to AFTA. This information becomes the basis for identifying organizations to complete the **organizational survey**.
- Works with the arts community in completing their organizational survey.

Skills required:

- Proficient with Microsoft Office Excel, Word, PowerPoint
- Strong verbal and written communication skills
- Strong organizational skills and ability to plan tasks to ensure that deadlines are met – detail oriented and accurate
- Self-motivated and self-directed
- Strong desire to connect with others.

The project will require an average of 5 hours per week throughout the year totaling approximately 300 hours. There will be some down times and others that are very busy, especially at the start and end of the project. The final product is a well-respected research report with AFTA.

Timeline:

A detailed timeline of the project is available. Independent Contractor work begins May 1, 2022, with completion April 30, 2023.

Commitment to Diversity and Inclusion

LAC is an equal opportunity employer and values a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals of any race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.

Compensation and Benefits

This is a part-time, non-exempt hourly position. The salary range for this position ranges from \$18/hour to \$21/hour, depending on experience.

Application Procedure

To apply, email a cover letter and resume to employment@artscene.org with the subject line: **AEP6 Contractor**. In your cover letter, please indicate where you learned of the position. Applications will be accepted until the position is filled.