

Germanic-American Institute, St. Paul, MN
Position Title: Director of Cultural Programming
Classification: Full-time, exempt



Position Summary

The Germanic-American Institute (GAI) is a medium-sized non-profit organization that produces events and cultural programs in fulfillment of its mission throughout the year. The Director of Cultural Programming works closely with the leadership team to develop the annual calendar of cultural events in alignment with the mission, values, and vision of the GAI.

The range of events includes cultural exhibitions and the Deutsche Tage annual festival, to smaller cultural programs such as film screenings, book readings, and virtual events. In-person programs take place both on-site at the GAI, as well as at offsite venues, mainly in St. Paul and Minneapolis. There is an average of two events per month.

Primary Duties and Responsibilities

- Independently research and identify possible exhibits, performers, musicians, speakers, authors, etc. to develop cultural programming themes and associated events and activities.
- Develop the annual calendar of events, workshops, and cultural programs for children and adults.
- Serve as a liaison with the Goethe-Institut for cultural programs and grant opportunities as related to the GAI's *Kulturgesellschaft* status.
- Collaborate with other cultural organizations and entities to plan and produce programs.
- Coordinate all pre-, during-, and post-event logistics. This includes booking entertainment, vendors, and contractors; filing for permits, facility preparation and set-up; clean-up, etc.
- Work closely with the Communications Team to develop and execute virtual events; work closely with the Language Department on events of joint interest and priority.
- Coordinate with and supervise the Volunteer Coordinator; conduct performance reviews and other associated HR duties.
- Maintain event records such as attendance records, post-event feedback, contracts, supply orders, etc.
- Develop and monitor the budget for individual events as well as the overall Cultural Programming annual budget.
- Complete cultural programming grant applications.
- Other duties as required for successful program execution and as agreed upon with the Executive Director.

Continued

Qualifications

- Extensive experience living/studying/traveling in Germany leading to a strong knowledge of cultural life in modern Germany, as well as Germanic customs, history, and traditions. German language skills are highly preferred, but not required.
- A minimum of two years' experience in event planning and execution; experience or ability to quickly gain the skills required to produce virtual events.
- A minimum of two years' experience in employee supervision and/or volunteer management.
- Strong professional communication skills: written, verbal, and interpersonal.
- Excellent organizational and time management skills. The ability to work with minimal supervision, as well as work closely and productively within a small team.
- The ability to lift 50 lbs. and perform light physical labor a required for event set up.

Hours & Remote Work

This is a full-time, exempt position. GAI policy requires working on-site a minimum of 3 days per week for full-time directors. Core hours for remote work are 9:30am-3:30pm, Monday-Friday. During core hours, staff are working online and available for questions or team collaboration.

Vaccination Policy

GAI requires employees to be vaccinated; proof of vaccination but be submitted prior to first day of employment.

Compensation & Benefits

This is a salaried position, based on 35 hours/week. Starting wage will be between \$24-\$28/hour, depending on qualifications. Benefits include employer-sponsored health insurance, paid-time-off (PTO) and sick days, 11 paid holidays, annual IRA contribution, and flexible scheduling.

Additional Information

The GAI is a rapidly growing organization, yet maintains its strong community ties and identity. This position allows for generous creativity, professional development, and the strong sense of contributing to the growth and advancement of a leading cultural institute. We have a small, hard-working and passionate team who enjoy good food, good coffee, and achieving great results.

To Apply

Send a cover letter and resume to GAI Executive Director Jeana Anderson, janderson@gaimn.org. Include "*Director of Cultural Programming Application*" in the subject line. The position closes on January 20, 2022 or until filled. Interested candidates are encouraged to apply early, as interviews for highly qualified candidates maybe begin in early January.