

Artists at Work & Alumni Relations

Maine College of Art & Design educates artists and designers for life.

Position Overview

The Associate Director of Artists at Work & Alumni Relations is a multi-faceted role. The Artists at Work duties provide advising and coaching to assist students with resumes, interviewing skills, professional development and job/internship search strategies; using career assessment resources and results as necessary. The Alumni Relations duties support the development of alumni programming, community engagement, and office management to build and strengthen long-term, meaningful relationships between the College and its alumni. Maine College of Art and Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

Responsibilities

- Collaborate with departmental faculty and other key stakeholders to develop industry and employment specific events and workshops that facilitate student learning, skills/career competencies development, and networking opportunities for students;
- Develops, fosters and maintains relationships with external constituents to provide internship and employment opportunities for students. Conducts employer engagement and on campus recruitment activity with targeted organization and industry to raise the profile and number and quality of job opportunities for students;
- Designs, implements and assesses programs and services that engage students in industry/career readiness development;
- Educate faculty and staff on career services and program and employability skills (career competencies) that employers seek;
- Create and present workshops on various career topics (such as how to research employers, network, engage in the internship/job search process using current technology) to educate and prepare student for the world of work;
- Maintain current knowledge on job market trends, industry standards and changes; revise programs to reflect trends;
- Compile data and written reports on employment trends and opportunities within specialization areas. Collect, maintain, and present recruiting data. Conduct needs and satisfaction surveys for students and employers;
- Contribute to departmental marketing, communicating, and branding initiatives by developing online, video, and printed materials for students and employers;
- Foster alumni relationships, maintain the alumni database and alumni webpage, promote alumni events and serve as the alumni primary point of contact;
- Oversee management of Alumni Residency and Grant Programs;
- Oversee major events such as Holiday Sale & Collect;

- Manage the Oak Street space for Artists at Work exhibitions;
- Assist with internal and external alumni exhibit opportunities;
- Assist with fundraising through promotion/knowledge of MECA&D's programming, events and alumni;
- Guide graduating students through the benefits of alumni relations to promote positive relations, donor giving and continued interest in MECA&D offerings

Qualifications, Experience, Skills & Abilities

QUALIFICATIONS

- Bachelor's degree or equivalent experience required;
- Master's degree or equivalent experience preferred.

EXPERIENCE

- 3+ years of relevant experience preferred;
- Experience in higher education is preferred.

SKILLS AND ABILITIES

- Demonstrated track record of innovative thinking and problem solving; demonstrated business acumen;
- Exceptional written and oral communication and interpersonal skills; successfully working both independently and collaboratively;
- Possess strong organizational and detail-oriented skills; demonstrated ability to manage multiple tasks and projects simultaneously;
- Demonstrated understanding and commitment to student career/professional development and success;
- Experience working with a diverse population and developing positive relationships and partnerships;
- Proficient with various technologies to include Google Suites; Preferred ability to use social media platforms.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 500 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region.

The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year (2020-2027) strategic plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

Strategic Plan Priorities

1. Broaden Our Reach: Online and Distance Learning

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. Develop a Culture of Social Change, Racial Justice, and Equity

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. Academic Excellence

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational leader in the programs it offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College's mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D's historic role as the creative anchor of Portland, the new Center will expand MECA&D's footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D's long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D's overall fiscal plan.

Compensation & Benefits

This is a full time position

Compensation: \$50,000.00 to \$54,000.00 annually

Benefits: A comprehensive benefits package is offered, including health, dental, vacation, sick time, and retirement benefits.

To Apply

Applications will be reviewed beginning immediately and will be accepted until a hire is made. Application materials must be sent digitally in a single PDF, not to exceed a 25MB file size. Please email the document to employment@meca.edu. Place "Associate Director of AAW [Last Name, First Name]" in the subject line.

The PDF must include:

1. An application/cover letter which describes how the candidate's experience, accomplishments and qualifications intersect with the listed position description;
2. A resumé/curriculum vitae;
3. A diversity statement;
4. A list of four references with contact information, one of which should be a prior supervisor and one of which, if possible, should be a student.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. Successful candidates will have demonstrated experience in working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.