

**DURHAM ARTS COUNCIL, INC. DRAFT JOB DESCRIPTION**  
**Durham, North Carolina**

**Position Title:** Durham Arts Council ARPA Project Manager

**Date of Position Description:** April 2026

**Division or Department:** Artist Services, in partnership with the City of Durham's Cultural & Public Art Program

**Position Classification:** Hourly hiring range \$30 - \$35. Paid semi-monthly. Nine-month contract, May 2026 - January 31, 2027.

**Position Reports to:** Director of Artist Services and City of Durham Cultural & Public Art Program Manager

**Summary of Position:**

We are searching for a methodical and strategic ARPA Project Manager to support a new grant and training program that will support arts organizations, small arts businesses and individual artists based in Durham County, NC, with American Rescue Plan Act (ARPA) funds awarded from the City of Durham. The Project Manager will help promote the program and its relation to the City and County's Durham Cultural Roadmap, a county-wide cultural planning process. The position will work closely with the City of Durham's Cultural and Public Art Program and Durham Arts Council's team to develop training programs with qualified training providers. This is a temporary grant-funded position with potential to extend.

Duties for the coordinator will include promoting the application process and assisting applicants, coordinating the review process, issuing notifications and contracts, tracking and reviewing quarterly reports from recipients, documenting payments and expenditure, preparing progress reports for the DAC, City of Durham, and Durham County ensuring compliance with grant regulations, managing grant databases, and preparing financial reports. The position will also administer a training program which will include tracking training requests from applicants, matching requests with available training inventory or working with training vendors to create new inventory, tracking attendance and payments, preparing progress reports for DAC, the City of Durham and Durham County.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The outstanding project and data coordinator should be able to support a grants/training program which meets all ARPA regulations while assisting applicants to understand the guidelines and submit viable applications. The ideal candidate possesses advanced problem-solving skills to coordinate teams across departmental or organizational boundaries, communicating with Public Boards/Commissions, oversight of complex projects and facilitate group processes while ensuring project completion falls within the project schedule, budget, and complies with related policy guidelines.

**Project Manager Responsibilities:**

The major responsibilities of this position are listed below.

- Plans, organizes, directs, coordinates, and evaluates the activities of the ARPA Arts funding programs.
- Prepares, and submits budget requests; estimates future needs; consults with stakeholders on

- priorities and availability of funding and other sources; monitors expenditures.
- Learn particular requirements from the City and County regarding use of ARPA funds and reporting.
- Promote the grant opportunity to artists and arts organizations, arts businesses and conduct information sessions for applicants.
- Coordinate with stakeholders on promoting the program to potential applicants, particularly Durham-based artists, arts organizations and arts businesses.
- Answer questions and provide one on one advice.
- Support and implement the review process, including the review form, recruiting and instructing panelists and creating a slate of awards.
- Draft the contract for the award that includes requirements for using funds and tracking data.
- Issue contracts and track completed documents.
- Prepare check requests for awards.
- Design quarterly and final report form for each award and track receipt and completion of reports.
- Track each award, including collecting and reviewing interim reports as necessary.
- Prepare progress reports for the DAC Board, Durham Cultural Advisory Board, City of Durham, and Durham County.
- Prepare final reports for DAC Board, Durham Cultural Advisory Board, City of Durham, and Durham County.

### **Training**

- Forward documents and procedure outlines to the City and County for review before implementation as required by local, state and federal guidelines.
- Promote training opportunity to arts organizations, artists and arts businesses and hold information sessions for potential applicants.
- Assist applicants with their applications.
- Design and implement review process for applications.
- Notify applicants and issue contracts for approved training.
- Inventory trainings requested by applicants and coordinate with inventory offered by trainers.
- Work with vendors to create new training where necessary.
- Manage budget.
- Oversee implementation of training.
- Track participation.
- Develop final report form and track final reports from participants.
- Issue payments to participants upon completion of training and final report
- Prepare reports for DAC Board, Durham Cultural Advisory Board, City of Durham, and Durham County.

### **Institutional Leadership, Interaction, and Planning:**

1. Attend DAC Board of Trustee meetings as appropriate and assigned by Director of Artist Services.
2. Attend Durham Cultural Advisory Board meetings as appropriate and assigned by the Cultural & Public Art Program.
3. Participate in staff meetings, and provide input for various institutional decisions, and short and long-range strategic planning.
4. Keep privileged information confidential and represent the Durham Arts Council, Inc. in professional circles and before the public in a manner which shall at all times enhance the prestige and credibility of the institution.

### **Professional Development:**

1. Attend professional meetings and networking opportunities as appropriate to build contacts with other arts professionals, business/client community, and other professional colleagues.

2. Seek knowledge of best practices related to job responsibilities on an ongoing basis.

**Education and Certifications:**

Bachelor's degree required. Education or experience in arts administration, arts practice or related field preferred.

**Experience:**

Proven 3-5 year track record in effective and accurate project management and communication. Grant management a plus.

**Special Skills and Requirements:**

- Nonprofit or government experience preferred
- Ability to work collaboratively with multiple stakeholders
- Ability to manage multiple projects effectively
- Excellent verbal, written, and interpersonal communication skills.
- Strong organization and planning skills to develop and accurately manage complex projects and meet deadlines.
- Strong computer software skills required, including Microsoft Office, telephone systems, general office software and systems utilized by DAC.
- Excited by the integration of new technologies, programs, and software. Experience with Facebook and Instagram.
- High attention to detail with a proactive and enthusiastic work style
- Design skills, ability to design social media posts, flyers or power point presentations to promote the program.
- Ability to effectively and professionally represent Durham Arts Council internally and externally in person and in writing, and to employ diplomacy and sound judgment in establishing and building relationships with current and prospective clients, partners, volunteers, other DAC staff, and the community.
- Ability to work as an effective team member with other DAC staff, demonstrating sound business judgment in decision making.

**Typical Physical Demands:** Sitting, walking, standing, climbing stairs, moving pedestals, polishing vitrines, writing, hearing (telephone/meetings), distinct speaking (telephone, meetings, presentations to public) visually preparing and reviewing the work of the division. Requires ability to move and climb ladders, transport displays, marketing and education materials to meetings and presentations. Manual dexterity to operate a computer keyboard. Ability to type and enter computer data and perform various writing and reporting functions.

**Typical Equipment, Machinery, Vehicles, Tools and Technology used in the performance of position duties:** Computer, telephone, Microsoft Office software, Canva digital scanner, light fixtures for galleries, copier, fax machine, postage meter, calculator, audio/visual equipment, and various types of presentation and display equipment.

**Work Schedule and Environment:** Professional office environment on-site, with some remote work options. Travel to off-site locations for various meetings and events necessary. Normal work week for this position is Monday through Friday 9:00 a.m. – 5:00 p.m. Work schedule will also include some early morning, evening and weekend functions including, but not limited to, exhibit receptions, special events, committee meetings, client meetings/events, and Durham Cultural Advisory Board and Durham Arts Council Board meetings.

## ABOUT THE CITY OF DURHAM'S CULTURAL & PUBLIC ART PROGRAM

The City of Durham's Cultural and Public Art Program believes that Durham's rich cultural heritage is an important part of what makes Durham's neighborhoods thrive, attracts tourism and business development, and what brings the community closer together. The Program works to invest and create public art experiences – both downtown and in neighborhoods – that illuminate residents' history, sparks reflection and dialogue, and enhances daily life.

The program partners with the City's resident advisory boards (Durham Cultural Advisory Board and Public Art Committee), manages the arts and cultural festivals grants, and develops adopted City initiatives. These initiatives include implementation of the City's Strategic Plan. A goal of the Strategic Plan is to foster cohesive, engaged and diverse communities where residents have equitable access to community resources, and the opportunity for a high quality of life. Two initiatives were developed to realize this goal: utilize placemaking to facilitate natural interactions and invest in and create public art experiences.

## DURHAM CULTURAL ROADMAP

The City and County partnered to create the Durham Cultural Roadmap—a plan based on residents' needs that will guide Durham's arts and cultural community through investment, resources and creative programming. The Cultural Roadmap planning process continues into the final phase with guidance from the Cultural Roadmap Planning Group (CRPG), our cultural planning consultants MJR Partners, and local artists called the Creative Engagement Team. Community engagement activities began in late summer 2023, using interviews, listening sessions, community surveys, workshops, and other channels. Once broad engagement is complete, the plan will be developed and presented to the community, the Durham Board of County Commissioners, and the Durham City Council in 2026.

**DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and inclusion. Diverse candidates encouraged to apply.**