



Contemporary Arts Memphis Summer Fellowship Director Position Description

Contemporary Arts Memphis (CAM) is seeking a Director for our residential Summer Fellowship Program in Memphis, TN. Summer 2022 will be the first year of the fellowship and will require the director to help build the program and manage it.

ABOUT THE CAM FELLOWSHIP

The CAM Summer Fellowship Program was founded by contemporary artist Derek Fordjour. Fordjour is a Memphis native whose art has taken him around the world. He is now a New York City resident who wants to inspire young Memphians curious about making art their career.

The fellowship is a 4-week residential opportunity where fellows will live and work together for 3 weeks in Memphis, TN and travel to another major metropolitan area for the final week to get to know professional artists and the art scene in a new place. For the 3 weeks in Memphis, fellows, from Memphis high schools, will learn from professional visual artists, enjoy studio time, and prepare for applying to post-secondary arts programs.

POSITION OVERVIEW

As the founding director of this new residential program, you will need to combine the knowledge and skills necessary to direct an enrichment program and a residential summer camp. The director will be required to live in Memphis, TN to serve as the face of CAM in further developing relationships with local partners, vendors, and, in some cases, donors.

FELLOWSHIP DIRECTOR RESPONSIBILITIES

- Implement a camp curriculum developed by the program founder and faculty
- Co-develop recreational activities
- Plan daily activities and creating activity schedules
- Serve as an ambassador for the fellowship program
- Hire employees, including activity specialists, recreation leaders, and residential counselors
- Oversee employees, accommodations, and meals, as well as ensuring the wellbeing of fellows
- Manage the allocated budget, as well as ordering equipment and supplies
- Assist in fund development efforts, including grant writing
- Modify activities for fellows with special needs
- Ensure safe practices and a healthy environment

- Maintain records and document processes

FELLOWSHIP DIRECTOR REQUIREMENTS

- Demonstrable experience as a camp director managing residential camps
- Extensive experience in planning and developing curricula, as well as modifying activities when required
- Advanced ability to hire, train, and oversee employees, as well as ensuring fellows' wellbeing
- Extensive experience in working with youth (ages 14-18), as well as arranging accommodations, meals, supplies, and equipment
- Ability to manage budgets and monitor expenses
- Proficiency in office software
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements
- Ability to document processes and perform recordkeeping
- Excellent interpersonal and communication skills
- Ability to work independently and self-manage

IDEAL CANDIDATE

In addition to the general requirements, the *ideal* candidate will have the following qualifications:

- Bachelor's or Master's degree in a related field
- Proficiency with at least one CRM platform
- Experience in the visual arts as an artist or arts administrator

COMPENSATION

This is a full-time 12-month position with medical benefits available at the next enrollment period. Minimum salary of \$70,000; final salary determined on experience.

RESIDENTIAL REQUIREMENT

The fellowship director must live in Memphis, TN full time. Relocation assistance will be available.

APPLICATION PROCESS

To apply, please send one PDF with a cover letter explaining why you are interested in this opportunity, your resume and salary requirements to resumes@cgilmourconsulting.com. Applications will be accepted on a rolling basis through Friday, January 14, 2022. No phone calls please.

Thorough background checks will be required of finalists.