

*The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.*

**Open position:**

## **Artistic Director (part time)** Lotus Education and Arts Foundation



- **Part-time, salaried, ~20 hours/week (may vary seasonally)**
- **Organization is located in Bloomington, Indiana. Remote work situation will be considered. Periodic night/weekend work required**
- **Compensation range: low/mid 20s**

**Please review required qualifications and submit resume, cover letter, and talent-booking portfolio to [HR@lotusfest.org](mailto:HR@lotusfest.org). No phone calls, please.**

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The Artistic Director at the non-profit [Lotus Education and Arts Foundation](#) ("Lotus") is responsible for planning and coordinating the annual and long-term artistic vision(s) for the organization, according to the Lotus mission, budget, and reputation for world-class programming in performing arts, visual arts, and arts education.

The Artistic Director will collaborate with other Lotus staff on the joint development and execution of an annual vision for Lotus programs including the Lotus World Music & Arts Festival, Lotus Blossoms Educational Outreach, Lotus Visual Arts Outreach, and initiatives in the new Lotus on-site venue (currently in its pilot year). The Artistic Director conducts artistic planning, artist booking, contract administration, advancing, and certain aspects of logistical and technical/production oversight.

### **Job duties include:**

- Working closely with staff colleagues – particularly the Executive and Outreach Directors – to create an annual Lotus programming plan according to Lotus budget, mission, and resources. Includes determining or co-creating artistic content (artists, themes, special projects, workshop opportunities, etc.) as well as relevant logistics (venues, schedules, component activities, etc.) required to successfully execute programs. Also includes longer-term visioning and advance planning to lay groundwork for upcoming seasons and/or future initiatives, as well as participating in program evaluation and improvement.
- Identifying, evaluating, and booking appropriate and high-quality performing and visual artists for all Lotus events/programs. Includes negotiating, redlining, and administering artist contracts; fulfilling visa-related requests (letters of support, etc.); and working

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with the Executive Director to ensure Lotus' and artists' mutual compliance with agreed contract terms, including payment schedules and rider requirements.

*NOTE: Candidate is expected to arrive with an established and robust network of agency, artist, and peer networks in the world-music and world-arts sectors. Candidate is also expected to have a thorough and up-to-date understanding of the tax and visa landscapes for international artists touring in the United States.*

- Advancing events or overseeing advancing process. Includes managing rider documents and updates, communicating effectively with artists/managers, and sharing detailed and well-organized information with relevant staff, technical personnel, and volunteers.
- Working closely with and communicating frequently with other Lotus staff members – including Executive Director, Outreach Director, Development Director, Marketing Director, and Volunteer Coordinator/Facility Manager – in order to facilitate audience development and timely and accurate coordination of partnership, funding, and promotional opportunities; volunteer recruitment; and logistical considerations. Also includes working with student assistants and interns, and overseeing the Artist Liaison intern during Festival planning.
- Attending staff and Board meetings (in person or remotely) and generally participating in the advancement and administration of the organization; representing Lotus in the wider world-music community/industry; periodic public speaking and presentations to the Board, community groups, peer networks, etc. Also attending meetings of key Volunteer Committees as appropriate, especially during Festival planning.
- The Artistic Director is not expected to oversee rentals of the Lotus venue space; however, s/he is expected to coordinate closely with the Facility Manager on scheduling and may, from time to time, be involved in conversations about rental-event content or logistics.
- Other duties as assigned, including general "all hands on deck" Festival and event support.

**The ideal candidate will have the following qualifications:**

- **REQUIRED:** Minimum 3-5 years in a talent-booking position (where booking was the primary responsibility) for a venue or event/context substantially dedicated to world-music and world-arts programming. Candidate is expected to:
  - Possess a deep, diverse, and nuanced understanding of and sensitivity to music, art, and expressive culture from around the world;

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- Demonstrate a high level of artistic discernment and creative curation, including a significant portfolio of national/international-level bookings and successful programs;
  - Arrive with an established and robust network of agents, artists, and peers in the world-music and world-arts sectors; and
  - Have a thorough and up-to-date understanding of the tax and visa landscapes for international artists touring in the United States.
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- Minimum 3-5 years of relevant experience in non-profit arts administration, including some combination of artistic planning, contract and budget management, talent booking, program design and evaluation, event production, and audience development. Experience in the production of performing- and visual-arts events, especially on a complex scale (multi-day, multi-site), and a solid working knowledge of technical production (PA, backline, etc.). Prior experience with arts education and teaching artists highly desirable.
  - Highly organized, with demonstrated attention to details, deadlines, and time management. Ability to manage multiple projects simultaneously. Effective communicator (verbal and written) who is unfailingly professional, positive, and collegial, even in high-pressure situations. Ability to work both collaboratively and independently, as appropriate. High proficiency with general office technology and software, including Google Drive applications.
  - Familiarity with Lotus and Lotus programming is highly preferred, especially prior attendance at or production experience with the Lotus World Music & Arts Festival.

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**Website: [lotusfest.org](http://lotusfest.org)**