



200 W Madison St, Fl 3
Chicago, IL 60606
(312) 470-6325

info@unitedstatesartists.org
unitedstatesartists.org

Position Specification:

Program Assistant, Awards

Description

The Program Assistant, Awards is responsible for a wide range of administrative support to the various awards programs at United States Artists, which includes assisting with partner award program administration and the USA Fellowship, Artist Services, database maintenance, and research. This is a full-time position that reports to the Senior Program Manager and works collaboratively with staff across the Program and Initiatives departments.

Essential Duties and Responsibilities

- Supports the administration of partner awards programs and the USA Fellowship, including monitoring Programs and Initiatives inboxes, processing artist applications, taking notes during panel reviews and key meetings, gathering data, and providing assistance to meet all programmatic deadlines;
- Assists in maintaining databases, surveys, and evaluation tools for Programs and Initiatives;
- Assists in extensive field research, including research on nominators, panelists, cultural organizations, artists, conferences, projects, and sites;
- Supports Program Coordinators and Managers in answering award inquiries and providing application support as needed;
- Assists in scheduling meetings and coordinating availability with key stakeholders, including funding partners and field colleagues;
- Coordinates with the Artist Services program in tracking awardee participation in professional services;
- Supports other special projects or cross-team operational needs as required, such as database management systems.
- Represent USA's mission, vision, values, and goals in person, online, and in print;
- Take on additional duties as required.

Ideal Characteristics

- Outstanding verbal and written communication skills;
- Meticulous organizational skills with a demonstrated ability to meet deadlines and keep timely correspondence;
- A "team player" who understands the dynamics of working within a small, productive staff that is dependent on and accountable to one another;

- Ability to provide and receive constructive feedback;
- Strong internal and external relationship management skills;
- Maturity, curiosity, humor, and integrity;
- Ability to work effectively within a diverse community.

Skills and Qualifications

- Successful completion of a four-year course of study in an accredited college or university leading to a bachelor's or higher degree, OR an appropriate combination of education and experience;
- At least one year of arts administration or relevant experience, with preference for skills or familiarity with grantmaking in the arts sector;
- Demonstrated proficiency in database and spreadsheet tools, such as Airtable and Excel, with the ability to gather, organize, and maintain multiple complex data sets;
- Familiarity and/or proficiency with Google Suite, Microsoft Office,
- Asana, Dropbox, Slideroom, and/or similar software and platforms;

About United States Artists

United States Artists (USA) plays a pivotal role in the nation's cultural ecosystem, advancing the well-being of artists through unrestricted funding and tailored professional services, amplifying artists' work, and improving conditions that support their essential roles in society.

United States Artists was founded in response to a 2003 Urban Institute study, which revealed that 96% of Americans valued art in their lives, while only 27% valued artists. Motivated by the study and in response to the NEA's severe budget cuts, four inspiring leaders of the Ford, Rockefeller, Rasmuson, and Prudential Foundations spearheaded the launch of an organization to illuminate the value of artists to American society and address their economic challenges.

Since our founding in 2005, we have awarded more than 1,000 artists and cultural practitioners with more than \$50 million of direct support, including the signature United States Artists Fellowship program and Initiatives partnerships. USA's nomination-based programs support artists and cultural practitioners across the United States and its territories with \$50,000 to \$100,000 unrestricted awards. Recipients are honored in all disciplines including Architecture & Design, Craft, Dance, Film, Media, Music, Theater & Performance, Traditional Arts, Visual Art, and Writing. In addition to unrestricted funding, each Fellow receives access to tailored

services including financial planning, career consulting, and legal advice, among others.

Five years ago, United States Artists began Initiatives, a program area that offers experience, capacity, and methodologies to donors and philanthropies who seek to support artists in specific, focused ways and require research, project design, and management to meet their goals of providing new resources for artists. Currently, USA Initiatives partners with leading philanthropies to offer the Creative Impact Awards, Disability Futures, Knight Arts + Tech Fellowship, Maxwell | Hanrahan Awards in Craft, The Rainin Arts Fellowship, Seed and Bloom: Detroit, and the Wagner Arts Fellowship.

Additionally, informed by an 18-month discovery phase that began in 2024, USA is working with field partners to implement programs that lay the foundation for a new integrated system of artist infrastructure support. This will involve two key programs: Artists Capital Fund that aims to expand artists' access to non-extractive capital so that they can level irregular income flows, avoid predatory debt, and make investments in their creative work and communities; and National Arts Policy Alliance (NAPA), focused on advancing policy work that supports creative and cultural workers building collective power through local organizing, national coordination, and cross-sector alliances. For more information about USA, please visit unitedstatesartists.org.

Salary, Benefits, and Location

This is a full-time role, with a 4-day work week. The starting salary range is \$50,000 - \$60,000, annually.

The full compensation package includes medical, dental, and vision insurance coverage, with benefits eligibility after a 90-day introductory period. Additional benefits include: 80 vacation hours (8 days); 80 sick hours (8 days); flexible work scheduling; paid holidays; two annual office closures for one week in August and in December; a 403b contribution, plus an additional match; professional development coverage; and telecommunications reimbursement.

United States Artists is headquartered in Chicago, IL. This is a remote position, with current members based in Chicago, New York, and Philadelphia, among other locales. Due to the nature of this role, the

individual can be located anywhere in the U.S., but needs to be able to start work by 9:00 AM Eastern Standard Time.

Application Information

Interested and qualified candidates should send a cover letter and resume to jobs@unitedstatesartists.org by Friday, August 8. In the subject line of your emailed application, please write "USA Program Assistant, Awards application."

United States Artists is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental disability unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.