MVCulture Pilot Initiative
Essex County Community Foundation &
Merrimack Valley Planning Commission

Merrimack Valley Arts & Culture Specialist - Job Description
(Part-time contract position)

Essex County Community Foundation (ECCF) and its Creative County Initiative (CCI) seek to strengthen the creative sector of Essex County with a collaborative approach to ecosystem-building and support. Merrimack Valley Planning Commission (MVPC) seeks to increase local capacity to create vibrant town and city centers and communities that are safe, healthy, inclusive, diverse, and accessible, and offer many natural and cultural opportunities.

Utilizing a systems-based approach, this collaborative pilot initiative (MVCulture) will test the impact of a Merrimack Valley Arts & Culture Specialist (liaison) whose work will advance the objectives of both ECCF and MVPC.

Experience required:
The ideal MVCulture Liaison will have experience working and/or living in the MVPC region and have familiarity with arts and culture in MVPC’s Gateway cities. The MVCulture Liaison will have the following:

- Excellent communicating and connecting skills
- Knowledge of cultural development across arts, municipal and business sectors
- Fundraising and grant writing experience
- Ability to travel independently within the Merrimack Valley
- Willingness to innovate and collaborate with ECCF and MVPC within the setting of the MVCulture pilot program

Timeframe:
September 1, 2023 – September 1, 2024

Compensation:
- Part-time contract position
- $30,000, non-benefit position
- Payable in twelve (12) monthly installments of $2500 upon invoice to ECCF to be submitted with monthly summary of accomplishments.
Impact Area:
Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Merrimac, Methuen, Newbury, Newburyport, North Andover, Rowley, Salisbury and West Newbury.

General Scope of Work:
In consideration of the agreed upon compensation, the Liaison’s scope of work will include the following broad objectives:
* Facilitate local cultural planning
* Advance regional cultural asset mapping
* Advance regional or local cultural development initiatives
* Build relationships and cross-connections with municipal leaders and planning staff, individual artists, creative entrepreneurs, local cultural councils, arts associations, cultural groups, and business groups (Chambers, Main Streets)
* Identify underutilized and at-risk creative-use spaces and opportunities for impact investment
* Identify and cultivate resources for sustainability of Merrimack Valley arts & culture liaison
* Foster strong, positive advocacy on behalf of MVCulture in all communications.
* Identify and apply for funding to sustain position and to support arts and culture initiatives in the MVPC region.
* Align scope of work to be consistent with MVPC CEDS pillar “Vibrant resilient communities and destinations”.

Equal Opportunity Employer
ECCF and MVPC provide equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

To Apply:
Please submit a cover letter with your resume to: jobs@mvpc.org. ECCF and MVPC will interview on a rolling basis, with a preference for candidates who submit applications before August 4, 2023. Visit our websites, MVPC.org and ECCF.org for more information about the organizations.

The Merrimack Valley Planning Commission and Essex County Community Foundation are EEO/AA Employers