PROCESS FACILITATOR
JOB DESCRIPTION & RESPONSIBILITIES
As of January 27, 2015

EmcArts Inc. is a social enterprise for learning and adaptive change in the arts and across the non-profit sector. We work alongside people, organizations, and communities as they take on their most complex challenges. Our partners include many of the USA’s leading cultural institutions and funding agencies, and we are developing new partnerships with the Canadian arts and culture system. For 2015, we are recruiting an experienced Process Facilitator to join our team, based in NYC. We are looking for someone interested and able to join our team approximately 3 days a week.

EmcArts is looking for candidates who have experience leading diverse groups of stakeholders in extended team processes, as well as larger groups in training workshops and small-group coaching sessions. Candidates will also be interested in learning the frameworks and techniques of EmcArts’ Innovation Lab process and the curriculum for our New Pathways program. Coaching, observation and documentation will be provided to the successful candidate, and he or she will then join in putting these approaches into practice. Through this appointment, we are focused on bringing greater ethnic and cultural diversity into our team of facilitators and staff. We therefore strongly urge candidates of color, and those with up to fifteen years of post-college professional experience, to consider applying.

The successful candidate will have a developed practice in active listening and deploying a flexible set of techniques to assist groups in learning, adapting, and discovering new directions together. He or she will also have deep knowledge of organizational development (via both technical improvements and adaptive responses), interest in organizational innovation and adaptive change, and at least some experience working in the arts and culture field as well as the wider social sector. Suitable candidates may have an individual facilitation/consultancy practice of their own, but also desire to join and work as part of a small, close-knit creative team.

EmcArts is an energetic firm that offers an informal, enjoyable and hard-working office environment, based on effective teamwork. Learn more about EmcArts at www.EmcArts.org and www.ArtsFwd.org.

QUALIFICATIONS:
- Familiarity with organizational change processes, and a particular interest in adaptive change
- Dynamic, confident, and welcoming presentation style
  - Ability to keep 40-80 participants engaged and invested in workshop content
- Good facilitation skills
  - Ability to respond to and push forward the thinking of large and small groups
- Responsiveness
  - Ability to sense the needs and interest levels of groups of participants and respond accordingly, balancing the needs of the individual, the group/team and the process framework
- Flexibility
  - Ability to change design and/or approach in response to participant feedback and/or logistical constraints
  - A tool-kit of techniques and moves that is always expanding, and adapting

- Background and experience in the arts and culture field
  - Ability to “riff” off participant questions and contributions with personal experience in/knowledge of the arts world
  - Bonus: background and experience in Canadian arts and culture field

- Strong commitment to continual learning and professional development
  - Desire to extend and enrich personal practice, as well as learn from others
  - Ability to absorb theory and translate it into effective practice

- Willingness to travel

- Sense of humor!

- Minimum 5 years of professional experience in a similar or equivalent position

COMPENSATION:
Compensation will be developed by understanding the Process Facilitator’s previous experience and practice, how much training will be needed prior to direct delivery. Availability in relation to EmcArts’ needs for 2015 (which are still being set for the year) will also be a factor. We expect the position will be salaried, likely working an average of three days a week.

The position reports to EmcArts’ Managing Director, but closely interacts with EmcArts’ President and Director of Activating Innovation as well as other team members depending on project roles and tasks required.

TO APPLY:
Applications are only accepted via email.

By February 18, 2015 please send both a letter of interest and résumé as a single document to Maura Cuffie, Operations and Program Coordinator at mcuffie@emcarts.org

Your application must be saved as a single word or pdf document with your full name in the document title. In addition the subject line of your emailed application must read as follows: Process Facilitator Application.

If you have questions about the position that you would like to discuss prior to applying, please also email Maura Cuffie at mcuffie@emcarts.org so she can find a time that works for both you and Melissa. It is NOT an application requirement to have such a conversation – and know that Melissa’s schedule can be a bit overstuffed!