Announcement of New Staff Position:
ASSOCIATE DIRECTOR OF PROGRAMS

Position Available: Immediately
Contact: Jan Feldman, Executive Director
        JobOpening@law-arts.org
Required Submissions: Introductory letter, current CV, list of references
Applications closing date: March 15, 2022, or until filled

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Job Summary

For the first time in decades, LCA is accepting applications for a new full-time staff position—Associate Director of Programs. The Associate Director will be at the center of our efforts to evaluate existing programs and devise new programs to serve an arts community beset by many new challenges. The Associate Director will have the benefit of our strong connections with the legal and arts communities as well as our reputation for delivering critical services to one of the largest and most diverse arts communities in the country.

Our Organization

Now starting our 51st year of continuous service, LCA provides legal assistance and educational programs to artists and arts organizations financially unable to retain legal counsel. Over one thousand lawyers at many of the largest, as well as many small and mid-sized, law firms accept referrals from LCA for pro bono legal representation. Every year, we process 800+ applications for legal assistance and present LawSmarts educational programs on a broad range of corporate, non-profit, and specialized Arts Law topics to 3,000+ artists and arts managers.

LCA operates with a staff of three full-time and one part-time employee. The full-time positions are: Executive Director, Associate Director of Legal Services (with primary responsibility for the intake/referral program), and Operations Manager (with primary responsibility over IT and office functions). Our part-time position, Community Education Coordinator, leads our efforts to connect LCA with community and arts organizations primarily in the south and west sides of Chicago.
Legal Assistance: The majority of our clients are low-income artists of color and small to mid-sized arts organizations. Our clients come from all fields of the arts for assistance in all areas of Arts Law and Non-profit Law issues. We also provide assistance on general corporate, employment, real estate and regulatory issues as they arise in the business of the arts. With few exceptions, we are able to assist those in the arts with most legal issues facing small businesses.

Educational Programs: Our LawSmarts educational programs cover “core” arts related business topics (i.e., the many specialized areas of copyright law), as well as other business law and “best practices” topics. And, we created our own Video Law Library of free CLE-accredited tutorials intended to help general practice lawyers to represent LCA clients in the many specialized areas of law applicable to those in the arts.

For the past few years, we have been concentrating on expanding our educational programs to address new challenges facing the arts. Of course, the COVID pandemic created challenges like no other, and we responded with programs and services to meet these challenges. For example, we created a legal hotline to give those in the arts the ability to speak to our lawyers about COVID-related legal issues, and we developed a portfolio of new services to help struggling performing arts groups cope with the financial challenges of extended shut-downs. One of our foundation supporters referred to LCA as the “Red Cross for the Arts” for our record of delivering much needed services to help the arts during COVID.

The pandemic is not entirely behind us, and it has in important ways highlighted structural weaknesses in the business of the arts. Issues like pay equity, financial and contingency planning, sexual harassment, and support for underserved communities are receiving more attention. We are devoting substantial resources to find creative ways to achieve improvements in these and other critical areas.

Our first Associate Director of Programs will be at the center of our plans to build on this proven record of service by refining our existing programs and by developing new programs strategically targeted to both new and long-standing challenges in the arts.

Responsibilities of Associate Director of Programs

We envision the following for our Director of Programs:

- Work closely with the Executive Director and all other staff to carry out LCA’s mission, by in general:
  - Interfacing with key constituencies in the arts community to help us identify specific challenges facing artists and arts managers;
  - Assisting in evaluating the effectiveness of LCA’s programs in addressing those needs; and
  - Modifying existing programs and developing new ones where needed;
• Develop and implement educational programs and other services to assist artists and arts organizations to:
  o Develop sound business practices as well as the ability to respond to transitory challenges;
  o Identify structural deficiencies in their business models and promote creative ways to improve on past practices;
  o Create practical programs that expand community support for the arts and redress long-standing and well-entrenched practices.

• Develop and implement programs focusing on artists and arts organizations in the west and south sides of Chicago and addressing the specific challenges faced by BIPOC artists and organizations;

• Cultivate partnerships between LCA and other legal and arts organizations, community organizations, and funding partners;

• Assist with LCA’s outbound communications, particularly in education and overall program development;

• Participate as a speaker, panel member, and moderator in LCA programs and meetings in various professional settings; and

• Assist in ongoing efforts to identify funding opportunities and in drafting grant proposals.

Preferred Skills and Abilities

• Visionary leader with a passion for the arts and with an appreciation of the roles the legal community can play in building a robust and fair arts community;

• Self-starter with a no-compromise attitude towards professional excellence;

• Team player with strong organizational, networking, and relationship-building skills, able to move across multiple audiences from individual artists and board members to community-based organizations and to law firms and private foundations;

• Excellent verbal and written communication skills, with the ability to represent LCA to diverse stakeholders and constituencies;

• Knowledge of the legal, corporate, and philanthropic communities in Chicago and elsewhere in Illinois;

• Facility with standard office software such as Microsoft Office, Salesforce, and Google applications

• General understanding of the neighborhoods of Chicago.
Education Background and Proficiencies

- **Required:**
  - Juris Doctor degree conferred in 2013 or earlier;
  - Legal employment post law-school in private practice, non-profit, educational institution, governmental position, or equivalent experience;

- **Preferred legal practice experience in some of the following:**
  - Intellectual property;
  - Arts Law;
  - Non-profit governance or tax;
  - General corporate law, or equivalent experience;
  - Service in staff or board position in non-profit.

Compensation

Base salary is $90,000, and we have a strong record of rewarding performance with salary adjustments and bonuses. LCA does not currently offer health benefits, because our numbers of employees needing such benefits do not meet the minimal thresholds. Vacation and PTO are consistent with standards applicable to similar positions.

Equal Opportunity

LCA is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and we value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military, or other identity factor.