Position Available: Immediately
Contact: Jan Feldman, Executive Director
JobOpening@law-arts.org
Required Submissions: Introductory letter, current CV, list of references
Applications closing date: February 28, 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 critically evaluate existing programs and help to 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. We receive and process 800+ applications for legal assistance every year, and we provide educational programs on a broad range of corporate, non-profit, and specialized Arts Law topics to 3,000+ artists and arts managers every year.

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.
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 – music, dance, film and photography, literary, visual arts, theater, and arts education, to name a few. We also assist clients in activities regarded as at the fringes of the arts, such as architecture, design, and fashion.

While we are constantly adapting our programs to meet the challenges of new arts activities and new legal rules, the COVID pandemic presented challenges like no other. When the pandemic began and rapidly wreaked havoc on our arts community, LCA responded quickly with new educational programs, and a hotline that provided a welcome resource to many hundreds of artists and arts managers urgently seeking legal advice. 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.

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 understand the 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 develop sound business practices as well as the ability to respond to transitory challenges;

- 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:
  o Juris Doctor degree conferred in 2013 or earlier;
  o 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:
  o Intellectual property;
  o Arts Law;
  o Non-profit governance or tax;
  o General corporate law, or equivalent experience;
  o 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.