

The Music and Culture Coalition of New Orleans (MaCCNO) is currently hiring for two part-time positions.

Who We Are:

The Music and Culture Coalition of New Orleans is a grassroots-based non-profit that works at the intersection of culture, policy, and social justice. Our mission is to *collaborate with, organize, and build the civic capacity of the New Orleans music and cultural community to preserve and nurture the city's culture, to translate community vision into policy change, and to create a more just and equitable city and region.* Active for over eleven years, we provide direct assistance and lead advocacy campaigns to protect and expand opportunities for cultural activity, enhance the quality of life, and build economic opportunities for New Orleans' cultural communities.

The Positions:

We are hiring for a Director of Engagement and Partnerships and a Director of Operations and Development. While each position has a specific focus and some required qualifications and duties, there is also flexibility to allow applicants to shape the position to meet individual interests and skill sets. If you are interested in a position and think you would be a good fit, please apply! A successful applicant will:

- Take time to become well versed in MaCCNO's previous work and organizational approach.
- Have a vision of the work you would like to do as a member of the MaCCNO team.
- Be collaborative. MaCCNO is a small organization, so we all work together and wear many hats.
- Be firmly rooted in social justice and have a commitment to creating a more equitable city.
- Be flexible and self-motivated.
- Share an alignment with MaCCNO's Core Values (<https://maccno.com/our-core-values>)

What To Do To Apply:

Send a resume, cover letter, and at least 2 references to mailings@maccno.com. Please put the title of the position you are applying for in the subject of the e-mail. Applications will be accepted on a rolling basis until the positions are filled.

MaCCNO is an equal opportunity employer and committed to diversity, equity, and inclusion. We do not discriminate on the basis of age, race, religion, gender identity, political affiliation, sexual orientation, national origin, or disability status. We strongly encourage everyone who is interested to apply.

Director of Community Engagement and Partnerships

This position will be MaCCNO's most visible representative in the community and will play a crucial role maintaining our existing partnerships and helping build new connections. The ideal candidate should be comfortable working closely with a broad cross-section of individuals, be able to function equally well in formal and informal settings, and have a strong understanding of New Orleans culture.

Status: Part-time (20 hours per week)

Compensation: \$2,500 per month (\$30,000/yr); paid bi-weekly

Benefits: While we do not currently offer a benefit package, the position does include a health care stipend.

Location: Hybrid, with office space available. Must be based in New Orleans.

Anticipated Start Date: late November.

Reports to: Executive Director

To Apply: Send a resume, cover letter, and at least 2 references to mailings@maccno.com

Duties:

- Serve as the first point of contact for the cultural community, including musicians, root culture bearers, buskers, artists, and other performers.
- Assist in developing and undertaking advocacy campaigns.
- Build, develop, and nurture partnerships with institutions, organizations, and businesses
- Assist in planning events, including regular meetings and our annual anniversary event.
- Help provide direct assistance to the cultural community as needed.
- Attend meetings as a MaCCNO representative.
- Meet with elected officials and speak at civic meetings as needed.

Qualifications:

- Strong Knowledge of New Orleans music and cultural traditions.
- Experience working with a broad cross-section of community.
- Ability to work independently.
- Strong communication skills, including experience with public speaking.
- Willingness to learn and a commitment to accuracy.

Helpful, but not required:

- A practicing musician, artist, performer, or root culture bearer.
- Experience in community organizing.
- Knowledge of civic processes.
- Knowledge of or experience working in criminal justice reform.
- Experience with mediation/conflict resolution.

Director of Operations and Development

This position will provide the institutional support needed to ensure MaCCNO can continue our work at the highest standard and grow as an organization. Duties include communications and donor management, assistance with fund development, and research assistance. Some community facing work will also be necessary, including occasionally attending community or governmental meetings as a MaCCNO representative. Some experience with business/non-profit management or event promotion is required, but we are also willing to help grow the skill sets of the right candidate.

Status: Part-time (20 hours per week)

Compensation: \$2,500 per month (\$30,000/yr); paid bi-weekly

Benefits: While we do not currently offer a benefit package, the position does include a health care stipend.

Location: Hybrid, with office space available. Must be based in New Orleans.

Anticipated Start Date: late November.

Reports to: Executive Director

To Apply: Send a resume, cover letter, and at least 2 references to mailings@maccno.com

Duties:

- Lead donor engagement & implement monthly donor program.
- Assist with social media, create a monthly newsletter, and build website content.
- Assist with grant writing.
- Coordinate volunteers.
- Provide research assistance as appropriate.
- Support with scheduling and event logistics.
- Attend meetings as a MaCCNO representative as needed.

Qualifications:

- Strong written and verbal communication skills.
- Experience in organizational/business development (including fundraising) or event promotion.
- Able to work with people of all backgrounds.
- Commitment to accuracy and attention to detail.
- Strong organizational skills.
- Experience with social media (formal or informal).

Helpful, but not necessary:

- Accounting experience.
- Event management experience.
- Graphic Design skills.
- Website management or programming experience.
- Strong knowledge of New Orleans culture and traditions.