



ARTSFUND

ArtsFund Slack Moderator – Contract Role

Reports to: Programs Team, including the VP of Strategic Initiatives & Communications and the Programs Coordinator

Hours: 2-3 hours per week

Rate: \$28/hour, depending on experience

Anticipated timeframe: starting in December 2023 or January 2024

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for social change.
- We believe in arts and culture as an economic driver that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in promoting equity by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when youth and families are engaged in the arts.
- We believe that strong data, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the arts bring people together with different experiences and that convening is essential for healthy communities.

Summary

As ArtsFund seeks to increase modes for peer-to-peer sharing and engagement among its Cultural Partners Network, ArtsFund will be rolling out a Slack Channel in early Winter 2024 for staff at Cultural Partner Network Organizations. We are seeking a part-time Moderator to oversee private channels geared for specific audiences including Executive Leadership, BIPOC professionals, and Middle Management with support from the Programs Team. The Moderator's role will be key to the success of the network. The Moderator will be responsible for creating a collegial and engaging online environment; curating content by providing resources, responding to questions, and posting prompts for the community; liaising with ArtsFund around ways to improve the channel or provide tools or other opportunities for people to connect; and monitoring the channel for any harmful activities or actions that fall outside of the Community Agreements. The Moderator may also take on some posting and engagement responsibilities among the open channels. We are seeking applicants with specific lived and professional experience with one or more of our private channel content areas (Executive Leadership, BIPOC Professionals, and/or Middle Management).

About the Cultural Partners Network: [ArtsFund's Cultural Partners](#) are a network of ArtsFund-affiliated arts and cultural organizations of the Central Puget Sound region. The Cultural Partners Network is comprised of 130+ arts & cultural organizations. Through trainings, events, and communications, the goal is to deepen ties between organizations, provide capacity building resources, and generate exposure to new audiences and donors.

Role Overview

- **Channel engagement & curation**
 - Build content for private Slack channels as well as general Slack channels, including compiling resources and creating prompts for the channel
 - Post relevant content to the channel, which could include comments, links to articles, resources, questions, prompts, etc. to seed channel participation weekly or more on a flexible schedule
 - Regular review and engagement with channel content and posts, including determining if the content or post should be shared elsewhere for more access across the network

- Monitoring channel performance and engagement week-to-week
- Maintaining an online resource library, accessible to channel participants
- **Moderation**
 - Creating a safe, engaged, and collegial online space where Cultural Partners can go to ask questions, seek resources, and share information
 - Review channel posts for adherence to the Community Agreements/Guidelines
 - Liaise with ArtsFund around any issues, requests, or needs as voiced by the channel participants to help ArtsFund accommodate the growth and environment of the channel

Qualifications and Experience

Requirements

- Strong commitment to the values and mission of ArtsFund
- Familiarity with the cultural nonprofit community in the Central Puget Sound
- Experience with group facilitation and moderation
- Working knowledge of Slack
- Excellent interpersonal and communications skills
- Excellent ability to exercise discretion and sensitivity, and maintain confidentiality
- Comfort working independently

Commitment to Diversity and Inclusion

ArtsFund is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are encouraged to apply.

Interested applicants must have the ability to commit to meeting with ArtsFund staff within standard office hours, Monday through Friday; and the ability to work remotely with reliable internet access.

Application Process

We are seeking applicants with specific expertise around one or more of our private channel content areas (Executive Leadership, BIPOC Professionals, and/or Middle Management), so please indicate which of these areas you are interested in moderating in your cover letter; you may indicate more than one. Please send your resume and a letter of interest to Naunica Hull at naunicahull@artsfund.org.