Director of Folklife and Community Engagement  
Reports to Executive Director  
Supervises: Community Programs Coordinator

Sandy Spring Museum:

Sandy Spring Museum (SSM) is a private, independently-operated museum located between Washington, DC and Baltimore, Maryland. The Museum connects diverse communities and advances social equity through shared and inspiring experiences of the region’s cultural heritage. SSM is the state-designated Regional Folklife Center for Montgomery County. We are entering an exciting period of growth and are about to start construction on an 1800sf Folklife Hub.

Job Description:

The Director of Folklife and Community Engagement directs and determines programming necessary to sustain and advance regional folklife through the responsibilities listed below. This position supervises the Community Programs Coordinator.

Responsibilities:

Fulfill the vision established by the Regional Folklife Center Strategic Plan

- Support folk artists through existing and new initiatives, including:
  - Grant writing assistance to traditional artists and traditional arts organizations
  - Organization-in-Residence Program
  - Digital Folklife Lab
  - Facilitating use of SSM space
  - Support creation of new SSM folklife hub

- Programming
  - Supervise the organization and implementation of programs and exhibits that showcase regional folklife, including visual, performing arts, and cultural heritage
  - Oversee program logistics with museum event staff and manage agreements
  - Conceptualize and implement programs/events linking folklife and collections in collaboration with SSM staff

- Develop community engagement and build a regional folklife network
  - Identify new folklife practitioners in the county
  - Develop contacts with local and regional organizations; and collaborate with individuals, scholars, curators, producers, and government entities
  - Host on-site activities that strengthen bonds among folk artists and communities
  - Attend off-site and virtual events to build awareness of the RFC
Create and maintain a database of traditional and cultural arts practitioners
Present work at local, regional, and national meetings in order to build awareness of the RFC and share resources with colleagues

- Conduct fieldwork with traditional artists and document regional traditions
  - Conduct interviews and participant observation to advance folklife programming
  - Working with Museum staff, determine system for archiving folklife material

- Marketing
  - Working with museum staff or outside consultants, draft materials to promote folklife activities and the work of the RFC
  - Assist with the identification of community leaders and organizations who can help promote folklife programs and exhibits

- Planning
  - Implement meetings with current and potential partners to obtain feedback for the sustainability of the Regional Folklife Center
  - Host bimonthly meetings of the Advisory Committee to solicit outside opinions on our activities
  - Assist in identifying funding partners to support long-term sustainability of folklife-related work
  - Collaborate with museum staff to write grant applications for operating and project funds.

**Qualifications**
- Relevant degree in folklore, ethnomusicology, anthropology, arts administration, etc or significant, documented experience in obtaining this knowledge through on-the-job training
- 3-5 years developing public programs
- Experience managing staff and volunteers
- Experience writing grants
- Ability to work effectively with diverse constituencies
- Public speaking skills
- Ability to manage project budgets
- Fluency in a language in addition to English, such as Mandarin, French, Spanish or Amharic preferred
- We will consider hiring a candidate in an advanced state of degree completion.

**Compensation/Benefits:**
- Up to two days per week remote work option after a probationary period of 6 months.
- This is an exempt position, 37.5 hours of work per week, with some work required on nights and weekends.
- Benefits and conditions of employment are as outlined in the Personnel Handbook, September 12, 2018.

To apply, please send a single PDF with a cover letter, resume, and three references to aweiss@sandyspringmuseum.org by May 21, 2023.