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# Arts & Business Council Seeks Director of Legal Services

The Director of Legal Services oversees the Arts & Business Council's cornerstone program: Volunteer Lawyers & Professionals for the Arts (VLPA). VLPA provides critical and necessary pro bono legal and business services to artists of all disciplines, as well as creative entrepreneurs and emerging nonprofit arts organizations in Tennessee. Broadly, services provided include drafting and reviewing contracts, protecting work with copyright and trademark, nonprofit formation, and resolving arts-related disputes. Typical duties will include, but are not limited to:

### **Programmatic/Operations**

- Manage the VLPA program year-round, including both in-house legal work and referrals to volunteers
- Recruit and sustain relationships with volunteer professionals in various legal practice areas, as well as additional business service fields such as accounting, finance, and HR
- Plan quarterly in-person legal clinics to reach new constituencies in the Greater Nashville community
- Support Program Manager by planning and participating in legal-related Education workshops as needed
- Track and report data for VLPA program through Salesforce case management system
- Hire and manage 10-12 legal interns annually

### **Marketing/Community Outreach**

- With Program Manager, prepare, and coordinate content for email promotions and social media channels pertaining to VLPA
- Maintain and cultivate relationships with law school partners by speaking at campus events, conducting on-campus interviews, and representing the Arts & Business Council and VLPA at career fairs as needed

## **Fundraising**

- Support organizational fundraising efforts through meetings with volunteers and law firm partners to cultivate and maintain donor relationships, recruit new volunteer attorneys, and promote program participation
- Assist Executive Director with grant applications and reporting related to VLPA funding
- Participate in *Arts Immersion*, the Arts & Business Council's annual fundraising event planned in conjunction with a volunteer committee through the Nashville Bar Association Young Lawyers Division

**Reports To:** Executive Director

**Status:** Part-Time/Non-Exempt

**Hours:** Flexible, 15-23 hours/week

**Salary:** \$23,500-\$31,500

**Supervises:** Interns, Volunteers

## **Position Requirements & Qualifications**

### **Education/Experience**

- Bachelor's degree required
- Law degree required, must be licensed in Tennessee and in good standing with the Tennessee Bar
- At least two years of experience working in a nonprofit or business setting preferred
- Nonprofit, Intellectual Property, and/or Entertainment law experience a plus
- Past management experience a plus
- Past experience in the arts a plus

### **Characteristics, Knowledge, Skills and Abilities**

- Passion for serving the Greater Nashville creative economy

- Strong organizational and time management skills, ability to multitask and prioritize responsibilities
- Dynamic self-starter with a high degree of professional independence and ability to exercise impeccable judgement with minimal guidelines
- Collaborative mindset and proven ability to work with a variety of people and environments
- Strategic and creative thinker
- Excellent public and interpersonal relations skills
- Outstanding written and oral communication skills
- Competency in office software applications including Microsoft Office Suite and Google Suite (Docs, Sheets, Forms, etc.)
- Comfort using databases—Salesforce experience a plus, but not required

### **Environmental Conditions & Physical Demands**

- The work environment involves everyday risks or discomforts requiring normal safety precautions typical of such places as offices, meeting and training rooms; use of safe work practices with office equipment, avoidance of trips and falls and observance of fire regulations. The majority of time will be spent in a temperature-controlled office setting.
- The work environment will require walking, standing, bending and carrying items weighing 1-15 lbs. Also, the employee must have manual dexterity, visual and auditory acuity.
- Some work outside of normal business hours may be required during the planning and execution of special events, but these schedule changes will be made with prior notice and will not affect the overall weekly hours.

**The Arts & Business Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. In addition, the Arts & Business Council of Greater Nashville commits to ensuring racial and cultural equity in all its policies and practices.**

**Apply by:** February 21, 2020

**How to apply:** Please email your resume and cover letter to Jill McMillan Palm at [jmcmillan@abcnashville.org](mailto:jmcmillan@abcnashville.org) with “Director of Legal Services” in the subject line. No phone calls, please.

## ABOUT THE ARTS & BUSINESS COUNCIL

The Arts & Business Council is a 501(c)(3) organization that leverages and unites the unique resources of the arts and business communities to create a thriving, sustainable creative culture in Greater Nashville.

### What We Do

- We create mutually beneficial partnerships between arts and business.
- We provide direct services, key opportunities, and education to the creative community to help them master the business of art.
- We inspire workplace creativity in businesses to demonstrate the impact of the arts through tangible benefits and develop life-long arts participants and supporters.

For more information about the VLPA program, please visit

[www.abcnashville.org/vlpa](http://www.abcnashville.org/vlpa)

Last updated on January 31, 2020.

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