

CONTRACT
CIRCUIT RIDER – FULL TIME

AGREEMENT: effective this day, _____ by and between the Kentucky Arts Council (hereafter "KAC"),
_____ (hereafter "fiscal agent") and _____, Circuit Rider.

THE KENTUCKY ARTS COUNCIL, FISCAL AGENT AND CIRCUIT RIDER agree as follows:

The KAC agrees to make an award to the fiscal agent in the sum of \$_____. \$_____ of this award is to be paid by the fiscal agent directly to the circuit rider as a contract fee for services. The remaining \$_____ is to be held by the fiscal agent for the administrative overhead related to managing this position's paperwork and compliance with the contract.

1. **Primary Duties** - The circuit rider will oversee the circuit rider project and work within a territory determined by the circuit rider and his/her supervisor. The circuit rider will identify and assist arts organizations in organizational development, grant writing and other technical areas as deemed necessary by the circuit rider and the organization, following the goals established for the program.
2. **Supervision** - The direct day-to-day supervisor of the circuit rider shall be the community arts director of the KAC.
3. **Work Schedule** - The circuit rider will work with the community arts director to establish a schedule and notify the director of contacts, site visits and other communications with arts organizations and individuals in the pre-determined territory.
4. **Work Place** - The circuit rider should work out of his/her primary residence and is provided Arts Council funding to purchase normal office supplies to complete his/her work.
5. **Compensation** - The fiscal agent will provide the circuit rider with \$_____ in direct contract fees. This amount will be distributed in equal payments on the regularly scheduled pay dates of the fiscal agent.
6. **Withholding, Tax Reporting** - The circuit rider will be responsible for his/her own withholding taxes and Social Security. The fiscal agent shall provide no fringe benefits. The fiscal agent will provide the circuit rider with Internal Revenue Service form 1099 "Miscellaneous Income" for year-end tax reporting.
7. **Expense Reimbursement** - The circuit rider is responsible for his/her own travel expenses, including mileage, subsistence and overnight lodging. Arrangements may be made with arts organizations served by the circuit rider to defray these costs. The fiscal agent will make no reimbursement to the circuit rider for any expenses.
8. **Payment of Expense and Compensation** - Payments will be made by the fiscal agent to the circuit rider at the mailing address below:

_____ (Circuit Rider)

9. **Evaluation/Termination of the Project** - The circuit rider will be responsible to the KAC through its community arts director. If one of the three parties becomes dissatisfied with the project or its arrangements, a review meeting involving all three entities will be called by the KAC. Either the circuit rider, the fiscal agent or the KAC may make termination of the project but only after a review meeting has been held which includes all three parties. The position will be evaluated by the community arts director twice annually in June and December.

10. **Kentucky Arts Council Grant Conditions** - The fiscal agent and the circuit rider agree to accept the conditions and obligations outlined in this form. There shall be no variance from this agreement without prior written approval of the Kentucky Arts Council.

11. **Addresses, Telephone Numbers**

Circuit Rider	Fiscal Agent	Kentucky Arts Council
_____	_____	Program Director
_____	_____	Street Address
_____	_____	City, State and Zip
_____	_____	Phone

SIGNATURES OF ENDORSEMENT

In witness whereof, the parties hereto affix their signatures to this agreement effective on the date first mentioned above.

Executive Director

Date

Fiscal Agent

Authorized Signature

Please Print

Date

Circuit Rider

Authorized Signature

Please Print

Date

**Kentucky Arts Council
Circuit Rider
Position Description – External Recruitment**

The Circuit Rider is critical to the development of rural arts in Kentucky and provides: technical assistance for rural and local arts agencies and organizations, leadership in the development of a technical assistance and communication network, consultation with the Kentucky Arts Council and staff regarding program direction, resources, oversight and administration; and provides written materials to support the aims of the program. The Circuit Rider is responsible for the following:

Typical Duties: Providing technical assistance to rural and local arts agencies and individuals and other emerging and established cultural organizations through:

1. Identifies artists and arts and cultural organizations in the Circuit Rider's given territory.
2. Provides technical assistance to arts and cultural organizations and artists, specifically in the area of developing grant applications as well as advising on other management issues, including board and staff development, long-range planning, budget preparation, etc.
3. Provides outreach activities for the Kentucky Arts Council and assists in the formation of new arts and cultural organizations.
4. Provides access to Kentucky Arts Council programs and equitable representation by continued presence in the field. Each Circuit Rider is responsible for communicating to the field the availability of resources through the Kentucky Arts Council, as well as other partner organizations, specifically Arts Kentucky, Kentucky Citizens for the Arts, etc. Each Circuit Rider in return is encouraged to attend meetings held by local arts and cultural organizations and to conduct their own meetings.
5. Provides ongoing self-evaluation of the Circuit Rider Program. Each Circuit Rider is responsible for participating in the ongoing self-evaluation of the program, including establishing and maintaining performance measurements and attending quarterly Circuit Rider meetings called by the Kentucky Arts Council.

In addition to these typical duties, which also reflect the goals of the program, Circuit Riders are encouraged to pursue the following activities: facilitating joint ventures and partnerships among arts organizations, artists and local and state agencies; facilitating regional networking among arts organizations and artists; and conducting regional assessments of needs.

Outcomes: Furthermore, Circuit Riders are expected to achieve certain outcomes:

1. The gathering of up to date contact information for various arts and cultural organizations and artists existing and working in the state of Kentucky.
2. Consistent and timely communication to the field in response to requests for information and assistance.
3. Regular communication with the community arts director of the Kentucky Arts Council and the director of Arts Kentucky.
4. Site visits with artists and arts and cultural organizations.

This position requires frequent car travel to all parts of the state throughout the year; coping with changing weather conditions, unusual situations and schedule changes; working evenings and

some weekends. Work hours are determined to a great extent by the schedules of specific organizations; otherwise the position may schedule hours as they see fit.

Qualifications: Applicant should have a knowledge and understanding of rural communities and the local arts agency/organization development process, principles of non-profit management including: financial management; fund-raising and grant writing; program, organizational and community planning; board and staff development; public relations/marketing; volunteer management, long-range planning and arts facility management; and be familiar with technology issues. Additional skills include conflict resolution/consensus building techniques; conference agenda and logistics planning; and knowledge of pertinent laws concerning non-profit status and board responsibility.

The applicant must have the ability to exercise professional judgement; to show leadership to achieve stated goals and outcomes; to establish and maintain effective working relationships with Council members and staff, the arts and cultural community, and the public; to communicate clearly and effectively, both verbally and in writing; to demonstrate effective large and small meeting facilitation skills; be well-organized and self-motivated with the ability to motivate others; and be able to work extensively in the field with little supervision and in concert with agency staff.

Preferred, but not essential, are a knowledge of Kentucky, experience in community economic development, including tourism and cultural heritage tourism.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from college with a Bachelor of Arts, Fine Arts or Arts Administration degree and minimum of two years working as staff or consultant to rural, small community or neighborhood non-profit arts or cultural organizations.

Application and Selection Process: Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the letter of application; an evaluation of education, training and experience; a structured interview; performance tests; writing sample; portfolio and reference checks. The application materials will be reviewed by a panel designated by the Council's director. Applicants will be notified of further selection procedures.