

Community Arts Agency
Executive Director
Qualifications and Responsibilities

Position:

The Executive Director, as chief staff person of the Arts Agency, is responsible for the administration of the Arts Center. The Executive Director is responsible to the Board of Directors of the Community Arts Agency. The Job Description attached hereto as Exhibit A is included by reference.

Qualifications:

1. An earned bachelor's degree in arts administration, business administration, public relations, marketing, or related field from an accredited college or university.
2. Experience in teaching, administrative, and/or supervisory fields.
3. Knowledge of the fine arts as to programming and scheduling of cultural instruction and events.
4. Alternatives to the above qualifications that the Board of Directors of the Arts Agency finds appropriate and acceptable.

Responsibilities:

1. The Executive Director is responsible for studying, suggesting, planning, initiating, coordinating, and implementing Arts Agency policies, projects, programs, and long range plans as they are approved by the Board of Directors and/or appropriate committees. It is understood that the Board of Directors must approve, prior to implementation, the following: general policy, annual budgets, contracts, grant applications, funded projects, and programs.
2. The Executive Director is responsible for drafting an initial budget annually in consultation with the President, Treasurer, and Financial Committee Chairperson of the Board of Directors. The Board of Directors shall approve the yearly budget before it is implemented.
3. The Executive Director is responsible for maintaining the budget limitations set by the Board of Directors and shall report the financial standing of the Arts Agency to the Treasurer and Financial Committee Chairperson monthly.
4. The Executive Director is responsible for writing grant applications to the Georgia Council for the Arts, foundations, and other private or public grant-making agencies. This includes, but is not limited to, seeking funds for general operations, programs, exhibitions, and performances.
5. The Executive Director is responsible for assisting the Board of Directors with fundraising efforts. This includes, but is not limited to, participating in the annual Patrons Drive by creating an atmosphere for easy community support; making contacts on the local, regional, state, and national levels that will encourage continued giving; and working to create diverse giving options.
6. The Executive Director is responsible for creating and maintaining relations with appropriate local, regional, state, and national government officials and arts service organizations.

7. The Executive Director is responsible for maintaining relations with patrons, the Volunteers, the Junior Service League, and other support groups.
8. The Executive Director is responsible for maintaining relations with the Board of Directors of the Arts Agency by attending monthly meetings, committee meetings, and policy planning meetings.
9. The Executive Director is responsible for maintaining relations with the Arts Agency by corresponding with the Board Chairperson frequently.
10. The Executive Director is responsible for acting as the public speaker at Arts Agency events and to arts and civic groups for the purpose of explaining the objectives, functions, and programs of the Arts Agency.
11. The Executive Director, with the support and guidance of the Board of Directors, is responsible for the hiring and firing of all staff of the Arts Agency. The Executive Director shall also maintain a professional working relationship with each member of the staff; stay informed of events, programs, and classes offered at the Arts Agency; and build a basic knowledge of all disciplines (visual arts and performing arts) taught and presented.
12. The Executive Director is responsible for the overall marketing of the Arts Agency's events and programs. Information pertaining to these events and programs shall be submitted by those responsible for the event or program, reviewed and finalized by the Executive Director, and forwarded to the Assistant to the Executive Director for publishing.
13. The Executive Director is responsible for the day-to-day payables and receipts. This includes depositing money received into the respective accounts, disbursing payroll, and paying all bills.
14. The Executive Director is responsible for attending and/or assisting at events and programs of the Arts Agency.
15. The Executive Director is responsible for being the primary person in charge of responding to mishaps that arise outside the normal business hours of the Arts Agency (burglar alarm activation, problems that arise during rentals, etc.). If the Executive Director is to be out of town, the President of the Board of Directors is to be notified of the absence.
16. The normal working hours of the Executive Director are as follows:

Monday – Thursday	9:00am – 5:00pm
Friday	9:00am – 3:00pm

Executive Director - Signature	Date
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Board of Directors, President - Signature	Date
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Exhibit A

Detailed Job Description – Executive Director

- A. Oversee all functions of organization and ensure that they are implemented
 - 1. Funding and development
 - 2. Budgeting and financial management
 - 3. Programming of all Community Arts Agency programs
 - 4. Direction and implementation of music/theater series
 - 5. Public and community relations with community and arts partners
 - 6. Marketing of all programs and performances

- B. Financial Management
 - 1. Develop annual budget for approval by board and manage organization to budget
 - 2. Oversee all deposits of funds, dispensing of funds, and prepared financial statements for board, accountants, Internal Revenue Service, Georgia Department of Revenue
 - 3. Oversee selection of and use of vendors, office equipment and materials
 - 4. Ensure responsible use of funds by organization in a fiduciary capacity

- C. Staff Management
 - 1. Communicate clear expectations of job responsibilities for all staff and contract employees
 - 2. Oversee all contracts and budgets for each staff employee
 - 3. Involve appropriate staff in organization planning and management
 - 4. Oversee program evaluations to provide feedback to staff members
 - 5. Oversee writing of job descriptions and assessment of job performances through job evaluations

- D. Funding and Development
 - 1. Establish and maintain a trust relationship with foundations, trusts, businesses, industries and individuals who contribute financially to Community Arts Agency...
 - 2. Solicit funding formally and informally
 - 3. Coordinate an annual individual/membership fund drive
 - 4. Develop, write and administer all grants for funding
 - 5. Coordinate an annual corporate drive based on giving history, date of last gift and fiscal year of business
 - 6. Make presentations to businesses to ask for funding
 - 7. Identify gift-in-kind opportunities for funding

E. Direct all Community Arts Agency Programs

1. Oversee all programs including;
 - a. Establish budgets for all programs and implement
 - b. Establish annual and long-term goals with staff
 - c. Manage all programs – contracts and problem-solving
 - d. Implement logistical schedules and manage program performances

2. Direct and plan Visual Arts Exhibitions
 - a. Interface with Curator or Guest Curators
 - b. Hire contracted Guest Curators
 - c. Schedule Exhibitions with Curator
 - d. Direct volunteer adults and youth
 - e. Evaluate programs at completion, annual or after presentation
 - f. Market all Exhibitions
 - g. Oversee all communications for Exhibitions
 - h. Oversee all billing and collection of program/exhibition fees

3. Direction for Music/Theater Series
 - A. Possess or acquire knowledge of current artists and performers including;
 - a. Representation
 - b. Availability
 - c. Accessibility to local audience
 - d. Fees
 - e. Talent level

 - B. Develop working relationship with artists' agents and representatives
 - C. Assess audiences to determine their acceptance of programming
 - D. Develop programs for recommendation to the Board of Directors
 - E. Negotiate contracts for performances/events
 - F. Schedule a variety of performances
 - G. Host performers while in area
 - H. Oversee all technical direction and production of concerts
 - I. Oversee writing and printing of programs for concerts
 - J. Coordinate Music/Theater Series evaluations by board and ticket-buyers
 - K. Host performances by welcoming audience and recognizing sponsors

3. Coordinate with community groups for annual programs.

F. Marketing and Public Relations

1. Organize ticket sales for events, exhibitions and music series to include;
 - a. Development, printing and distribution of season brochures
 - b. Oversee printing of tickets, sales of tickets, and decisions concerning complementary tickets
2. Develop and distribute newsletter to patrons to keep them aware of current exhibitions, program events and performances
3. Compose and distribute news releases to area newspapers
4. Make presentations to civic organizations and other groups upon request
5. Conduct special sales drives for individual exhibitions which appeal to specific audiences
6. Interface with contracted marketing director for press releases, brochure development and radio and newspaper advertising, printing of posters and fliers when appropriate
7. Partner with community school system and area colleges in programming and communication

G. Community Involvement and Awareness

1. Communicate with local, regional and state organizations including:
 - a. governmental leaders
 - b. Chamber of Commerce
 - c. Public Library
 - d. Area Colleges
 - e. Main Street and CVB Programs
 - f. Atlanta Journal-Constitution and local newspapers
 - g. Georgia Arts Network, other statewide arts service organizations
 - h. Georgia Council for the Arts
2. Serve on collaborative committees in community