

Gaylord Area Council for the Arts

Position Description: Arts Manager

Function: The Gaylord Area Council for the Arts (GACA) Arts Manager is responsible for implementing and enhancing the organization's strategic goals; overseeing the organization's financial management, leading, sustaining and administering fundraising and grant activities; helping to develop and oversee marketing activities; developing and administering program activities; coordinating volunteers and committees; supervising staff and overseeing day-to-day operations of the Art Center. The individual must be bold and creative in enhancing the GACA's image as a vibrant community and area arts center.

Supervision: Report directly to GACA Board of Directors.

Duties and Responsibilities:

1. The Arts Manager will work with the Board of Directors on developing, evaluating and implementing the organization's Strategic Plan and Goals.
2. The Arts Manager will work closely with the Administrative Assistant, Board Treasurer and Board of Directors on matters related to the financial affairs of the organization.
 - a. The Arts Manager will help the Board of Directors to develop its annual budget. He/she will ensure that expenditures are in line with the organization's resources and budget.
 - b. The Arts Manager will review the accounting activities and reports.
3. The Arts Manager will help to organize, plan and lead fundraising and grant seeking efforts.
 - a. Working with the Board of Directors and the Fundraising Committee, the Arts Manager will help to structure and implement fundraising efforts.
 - b. The Arts Manager will continuously seek out government, foundation, and corporate granting opportunities. He/she will develop grant proposals, with the approval of the Board. He/she will be responsible for grant reporting and administration of grant funding in accordance with the provisions of the grant agreement.
4. The Arts Manager will lead and work with the Administrative Assistant and Marketing Committee on marketing activities.
 - a. He/she will design and write the quarterly GACA newsletter, monthly Upcoming Activities flier and annual report.
 - b. He/she will work with the Administrative Assistant on other marketing efforts, such as updating GACA's web site and Facebook page, posting information on community calendars, e-newsletters, writing newspaper articles, etc..

- c. He/she will work with the Marketing Committee on implementing other marketing activities (i.e. paid advertising), to be in-line with the organization's marketing budget.
5. The Arts Manager will help to coordinate and work with the Visual Arts and Performing Arts Committees and committee chairs.
 - a. He/she will attend visual arts and performing arts committee meetings and help them to develop and implement programs, events and exhibits.
 - b. He/she will work with the committees on developing and revising the annual events calendar for the organization.
 - c. He/she will develop "call for entries" for visual arts exhibits, help to distribute exhibit information and communicate with artists about the exhibits. He/she will assist with planning and holding receptions.
 - d. He/she will work with the Visual Arts Chair on organizing and holding creativity workshops.
 - e. He/she will work with the Performing Arts Committee in the planning, marketing and implementation of their various programs and concerts.
6. The Arts Manager will work with the Administrative Assistant and Volunteer Coordinator on recruiting, training and organizing gallery volunteers. He/she will revised and distribute the "Volunteer's Staffing Routine" booklet, as needed.
7. The Arts Manager will supervise the work activities of the Administrative Assistant and the day-to-day operations of the Art Center.
8. The Arts Manager will develop and maintain regular and frequent communication with the Board of Directors, the Administrative Assistant, GACA committee members, artists, GACA members, funders/grantors and the community at large.

Qualifications:

The Arts Manager will have excellent communication skills, both written and oral. He/she will possess a passion for the arts and have the ability to develop and maintain long-term relationships that enhance the financial, artistic and educational goals of GACA.

Specifics:

1. Proven and successful fundraising and grant writing experience.
2. Experience administering grant funding.
3. Experience managing and supervising multiple projects, committees, tasks.
4. Knowledge of accounting principles and financial management.
5. Minimum education – undergraduate degree; advance degree (MBA, MFA) is desirable.
6. Marketing experience to include social media.
7. Five years' experience in similar or related field.
8. Experience in these programs: Word, Excel, Publisher and Access.