

Artistic Director

Position: Artistic Director

Art Shanty Projects is hiring a part-time, Artistic Director to be the chief creative agent of the organization.

Position Overview

The Artistic Director is responsible for conceiving, developing, and implementing the artistic vision and focus of the organization. They are held accountable for major decisions about the ongoing development of the aesthetic values and activities in consultation with the Board and core staff. The Artistic Director collaborates with the core staff and provides monthly reports to the Board of Directors on program development. The Artistic Director is the main point of contact for all artists and performers as a part of the On Ice Program as well as overseeing the jury process for curating the On Ice Program artists and performers.

On-Ice Program

- Implement and develop annual programming within the budget passed by the Board of Directors, while also meeting all deliverables to grantors and sponsors
- Foster development of good relations with other cultural organizations by participating in meetings and joint activities where appropriate
- Craft written reports of artistic activities as well as program and financial impact 10 days in advance of attendance to monthly Board meetings
- Collaborate with core staff on expansion of community engagement and partnerships
- Hire, train, and manage contracted program personnel
- Lead staff and artist meetings before, during, and after On-Ice Program
- Execute contracts with selected shanty artists and performers, including collection of appropriate signatures and paperwork prior to pay schedule
- Arrange site visits to check on shanty building progress
- Work with contracted graphic artist personnel to manage design of On-Ice Newsletter, Weekly Programs, and Merchandise and coordinate production with core staff
- Collaborate with core staff to maximize public relations and marketing efforts
- Coordinate evaluation of On-Ice Program

Marketing & Communications

- Act as a spokesperson for the organization's artistic purpose via speaking engagements, public and social appearances, as well as fundraising events
- Manage all public relations acting as a spokesperson for the organization via speaking engagements, public and social appearances, online/social media and fundraising events
- Support the ED in Writing and sending E-newsletter according to set schedule
- Assist the ED in updating website as necessary
- Manage and update social media accounts in a timely fashion
- Write and send press releases as necessary

- Maintain media relations, including tracking the effectiveness of various platforms and messages

Development Support

- Search for appropriate funding sources, meet with funders
- Support ED in Writing grant applications and ensure deadlines are adhered to; write reports
- Assist the ED in Pursuing sponsorships and partnerships with appropriate businesses and organizations
- Provide support to ED and board with membership program and related events
- Collaborate with core staff and consultants to implement development strategy

Desired Qualifications and Requirements

All candidates should have proven leadership, coaching and relationship management experience.

Concrete demonstrable experience and other qualifications include:

- Passion for Art Shanty Projects and its mission
- Minimum of three years in arts administration, working in a nonprofit organization
- Experience with community engagement and partnerships
- Experience in staff recruitment and management
- Unwavering commitment to quality programs and data-driven program evaluation
- Experience in fundraising including grant-writing, annual appeal letter campaigns; experience with membership programs preferred
- Excellence in organizational management with the ability to coach staff, manage a budget and set and achieve strategic objectives
- Strong marketing, public relations experience with the ability to engage a wide-range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning; experience with developing earned income revenue streams preferred
- Access to home office or other working space; use of personal vehicle

Commitment

The Artistic Director will be a contract employee (independent contractor) with a renewable contract.

This is an 8 month position (September 2018 to April 2019) up to 800 hours at \$25/hour.

To Apply

Please send a letter of interest, resumé, and three references to admin@artshantyprojects.org

Closing Date: August 10, 2018

Executive Director

Position: Executive Director

Art Shanty Projects is hiring a part-time, year-round Executive Director to be the administrative agent of the board of directors and the chief executive officer of the organization.

Position Overview

The Executive Director is responsible for the operating functions of the corporation, charged with administering all affairs of the corporation and implementing the policies and decisions of the board of directors and being the primary representative of the organization to the outside world.

In cooperation with the Artistic Director the Executive Director supervises all staff activity and executes on behalf of the corporation all contracts, deeds, conveyances and other instruments that may be required or authorized by the board of directors for the proper and necessary transaction of the business of the corporation.

In collaboration with core staff the Executive Director is responsible for fostering, developing, and implementing the vision and focus of the organization, and for major decisions about the ongoing development of the values and activities after extensive consultation with the board and outside consultants.

In collaboration with core staff the Executive Director ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.

The Executive Director will also work closely with the Executive Committee to provide support for board-led projects & ensure timely and consistent communications between staff and board. Reports directly to the EC.

General Operations and Administrative

- Facilitate all administrative duties, ensure compliance with policies and procedures
- Manage ongoing vendor needs related to event insurance, storage rental, rental insurance, payroll, accountants, etc.
- Work with all partners to coordinate On-Ice Program, obtain necessary permits, etc.
- Coach and counsel staff expediently and contribute to a fun and positive workplace environment
- Foster the development of good relations within and with other cultural organizations by participating in meetings and joint activities where appropriate
- Hire, manage and coordinate staff delegated workload
- Report to the board of directors on a regular basis to give updates of operational activities as well as mission and financial impact
- Work closely with Executive Committee to ensure board-led projects are on track
- Communicate regularly with Board Co-Chairs regarding core staff goals and outcomes

- Manage admin email account
- Coordinate staff and partner meetings; set agendas, take notes
- As needed, represent the organization to all outside partners, collaborators, or neighboring organizations

Financial Management and Development

- Develop annual budget for board to review and approve, then implement and manage budget
- Oversee organizational cash flow, manage Quickbooks account and reconcile expenses and income monthly
- Work with board to explore the creation of new revenue streams, search for appropriate funding sources, meet with funders, pursue sponsorships and partnerships with appropriate businesses and organizations
- Develop, order and manage merchandise sales and inventory
- Work with board and core staff on community engagement and partnerships
- Collaborate with core staff and consultants to implement development strategy
- Create and track yearly grant schedule, assemble grant outcomes and deliverables into reports
- Apply for new and recurring grants, confer with funders about guidelines, eligibility, contents
- Write grant applications and ensure deadlines are adhered to; write reports
- Pursue sponsorships and partnerships with appropriate businesses and organizations

Desired Qualifications and Requirements

All candidates should have proven leadership, coaching and relationship management experience.

Concrete demonstrable experience and other qualifications include:

- Passion for Art Shanty Projects and its mission
- Bachelor's Degree; advanced degree preferred
- Minimum of five years in management and/or arts administration, working in a nonprofit organization
- Experience with community engagement and partnerships
- Experience in staff recruitment and management
- Unwavering commitment to quality programs and data-driven program evaluation
- Experience in fundraising including grant-writing, annual appeal letter campaigns; experience in developing membership programs preferred
- Excellence in organizational management with the ability to coach staff, manage a budget and set and achieve strategic objectives
- Strong marketing, public relations experience with the ability to engage a wide-range of stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning; experience with developing earned income revenue streams preferred
- Access to home office or other working space; use of personal vehicle

Commitment

The Executive Director will be a contract employee (independent contractor) with a renewable contract. This is a 10 month position (September 2018 to June 2019) up to 1200 hours at \$25/hour.

To Apply

Please send a letter of interest, resumé, two recent grant writing examples and three references to admin@artshantyprojects.org

Closing Date: August 10, 2018