

Painted Sky Center for the Arts

Executive Director Search: Job Description

The Opportunity

The Executive Director is responsible for the administration of the Painted Sky Center for the Arts. The Executive Director reports to an active volunteer board of directors and manages the staff (future paid employees and independent contractors) as well as many dedicated volunteers. The Executive Director is responsible for the achievement of the organization's mission and programmatic and financial objectives, as well as adherence to its core principles.

The Executive Director's top priorities for the first year will be to 1) evaluate and improve current programming, (2) continue to build resources and financial capacity to support growth.

As additional funding is secured and the Executive Director's working hours additional priorities will be to:

3) build or strengthen community relations; 4) help develop strategic direction and policy, and 5) build brand awareness through effective marketing; all while having fun leading Painted Sky Center for the Arts (PSCA)! It is imperative therefore, a successful Executive Director have a demonstrated love of the arts, and an understanding of the role of creative thinking in pursuing PSCA's mission and opportunities.

The primary duties and responsibilities of the part-time Executive Director fall into the following categories:

Leadership

- Foster and expand effective, collaborative relationships among board members, staff, PSCA members, donors, sponsors, and the community-at-large.

Financial Planning

- Lead PSCA's fundraising efforts to secure funding for the operation of the organization, including meeting with donors, researching new funding sources, and writing grant proposals to increase revenue.

Operational Planning and Management

- Oversee the planning, implementation, and evaluation of PSCA's programs and services. Monitor their day-to-day delivery to maintain or improve quality. Ensure all programs contribute to the organization's mission and reflect the approved priorities and budget.

Additional duties and responsibilities will be required once funding is secured for a full-time position. The full-time job description will be provided upon request.

Specific Qualifications

The Executive Director must be a dynamic and versatile individual with an eye for detail and a strategic thought process who shares the organization's commitment to enriching our community through the arts.

Ideally, the Executive Director will have a Bachelor's Degree (not-for-profit management, museum administration, the arts, design, or other related field is preferred) or equivalent and a minimum of 1-2 years of relevant experience.

The Executive Director should be a person who:

- Has a clear passion for the arts and understands their role in enriching community life.
- Is an effective fundraiser.
- Excels in team leadership, organizational management, clear communication, and both short and long-term strategic planning.
- Is able to speak credibly and convincingly represent PSCA to audiences of all sizes and composition, including the media.
- Demonstrates the ability to work with a board of directors to ensure governance best practices and to develop and recruit new board members.
- Enjoys and places high value on managing people, leading teams, listening, and affording people opportunities to grow.
- Supports the continued development of the work culture at PSCA.

Working Conditions

The Executive Director usually works in an office environment. However, at times PSCA's programs and events may take the Director to non-standard workplaces. The Executive Director will often work evenings and/or weekends to accommodate activities such as Board meetings, classes, concerts, etc. and representing PSCA at public events.

The Executive Director is a contracted position with a flexible part-time schedule. The contract will total \$1,250 per month for 1 year. 10-15 hours per week will be required. The contract will increase in time required as well as amount as funding is secured, eventually becoming a full-time position.

Who We Are

The Painted Sky Center for the Arts (PSCA) was founded in 2019 by a group of local artists and art supporters. Its mission is to advance arts education and entertainment, enhancing the quality of life, and promoting cultural development in the community (Grant County, in rural Eastern Oregon). Through its programs, Painted Sky Center for the Arts is a dynamic organization that empowers and transforms individuals through creative education and experience. Painted Sky Center for the Arts is a project of Juniper Arts Council, a nonprofit 501 (c)(3) organization and enjoys the support of many members, a number of sponsors and donors, a dedicated board and staff, and many volunteers -- all committed to its continued success.

How to Apply

Please submit a cover letter of interest and resume to Kim Randleas, Hiring Committee Lead at paintedskycenter@gmail.com.

Closing date for acceptance of applications is June 10, 2020.