



Adrian Center for the Arts — Position Description

Title: Executive Director

Overview: The executive director of the Adrian Center for the Arts leads a growing visual arts center that offers artist residencies, youth and adult classes, and a variety of other programs in painting, drawing, ceramics, hot and cold glass, metalworking, sculpture, printmaking, fiber arts and more.

Reports to: Volunteer board of trustees

Supervises: One half-time administrative assistant and registrar, one part-time maintenance person, and volunteers who serve as program director, volunteer coordinator, studio directors, etc.

Part-Time/Full-Time: Full-time, salaried, exempt

Salary range: From \$45,000/year, with benefits

Responsibilities:

- Work with the board to set long-term strategy for the organization.
- Develop and manage the organization's budget.
- Raise money through a mix of in-person fundraising, grant writing, and one annual fundraising event, assisted by the Development Committee of the board.
- Manage relationships with resident artists and members.
- Work with the volunteer gallery committee to oversee the gallery exhibit schedule.
- Manage the ACA's relationship with PlaneWave Instruments, which owns the campus we are located on.
- Promote ACA classes and events through a variety of traditional and digital media.

Qualifications: Prior experience in fundraising and nonprofit management will be helpful, but the most important criteria are passion for the visual arts and arts education, combined with excellent written and verbal communication skills and the ability to motivate volunteers to action. Must be comfortable with standard office software.

**We invite you to explore our organization and offerings
by visiting our website, adriancenterforthearts.org.**

**To apply, please email a cover letter and resume to
Kris Schmidt, board president, c/o lneumanlcva@gmail.com.**