

Job Description - Executive Director

Perrysburg Area Arts Council

Office Hours: Monday - Thursday, 9:00 am - 2:00 pm

Additional hours required, evenings and weekends during events and programs

Salary: \$20,000/yr

Applications Accepted: October 15, 2011 - December 15, 2011

Submit resume with cover letter and letters of reference via email to: paac@bex.net

or mail to:

Perrysburg Area Arts Council

134 W. South Boundary St. Suite T

Perrysburg, Ohio 43551

Attn: Employment

DUTIES AND RESPONSIBILITIES INCLUDE:

Program Development and Administration:

Assure that PAAC has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

Provide leadership in developing program, organizational and financial plans with the Board of Trustees and staff, and carry out plans and policies authorized by the board.

Promote active and broad participation by volunteers in all areas of the organization's work.

Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Maintain a working knowledge of significant developments and trends in cultural arts.

Communications:

See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

Publicize the activities of the organization, its programs and goals.

Establish sound working relationships and cooperative arrangements with community groups and organizations.

Represent the programs and points of view of PAAC to all stakeholders including agencies, jurisdictional and other organizations, and the general public.

Staff Management:

Be responsible for the recruitment, employment, and release of all personnel, including regular paid staff, contract employees and volunteers.

Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

See that an effective volunteer team, with appropriate provision for succession, is in place.

Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.

Maintain a climate, which attracts, keeps, and motivates a quality staff.

Financial Management:

Responsible for developing and maintaining sound financial practices.

Work with the staff, Finance Committee, and the board in preparing a budget, and see that PAAC operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to carry out its work.

Jointly, with the president and Trustees, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

QUALIFICATIONS:

Minimum Education - Bachelor's in a field relevant to the requirements of the position, such as Arts Management, Business Management, Program Development Art Education, or Fine Art.

Experience in business, financial and employee management required

Ability to self manage, meet deadlines, manage events and program required

Experience in grant writing, fund raising, and membership development required

Experience in event/project planning and management highly desired

Experience in effective public speaking and written communication highly desired

Experience in client/sponsor and public relations desired