

Job Posting

Arts Alliance of Greater Waynesboro

Connecting Our Community Through the Arts

Executive Director

The Arts Alliance of Greater Waynesboro (AAGW) was established in 2012 and is incorporated as a 501 (c) 3 nonprofit. The goal of the organization is to bring together area artists, musicians, arts organizations, businesses, government, and arts lovers to foster better communication and cooperation in support of the arts. It is our belief that a strong arts community is key to improved quality of life and vibrant economic development.

Position

Full-time salaried position, exempt, reports to board president and board of directors.

The Executive Director functions as the principal representative of the organization. Responsible (with support and guidance from the board of directors) for providing vision and direction for all Arts Alliance of Greater Waynesboro (AAGW) and Destination ARTS! activities. The Executive Director ensures that the organization operates in a fiscally-sound fashion in accordance with its mission and status as an IRS 501 (c) (3) nonprofit organization. Salary is commensurate with education and experience.

Duties and Responsibilities

- ◆ Manage day-to-day operations of the organization, and implement, create and refine effective systems, policies and procedures.
- ◆ Work actively and closely with board of directors, gallery curators, volunteers, and other partners.
- ◆ Research and implement fundraising opportunities and initiatives, including grants and other avenues of funding.
- ◆ Create annual budget and ensure that activities and operations adhere to financial plan.
- ◆ Strategic planning with board of directors.
- ◆ Development and implementation of special events and programs.
- ◆ Oversee marketing, social media, publicity, and promotion of AAGW and its activities, including press relations, advertising, news releases, and website management.
- ◆ Seek and pursue opportunities for growth of AAGW in relation to our mission, including outreach to different areas of the community, and collaboration with other nonprofit and for-profit organizations.
- ◆ Represent AAGW in the community through participation on appropriate committees and networking in the business community through attendance at various events.
- ◆ Manage facilities: review and evaluate lease agreements, building quality, and needs for galleries and related locations, and when necessary take action to improve or relocate.
- ◆ Inform the board of directors in a timely fashion of activities related to AAGW, and solicit their advice on any decision that diverges from the routine and that may impact the budget or mission of the organization.
- ◆ Communicate with artists, arts organizations, and other related individuals or groups to ensure the smooth operation of the organization.
- ◆ Attend board meetings.
- ◆ Ensure that galleries are open and operable during advertised open hours.

***Please see page two for Qualifications and Requirements
and Application Instructions***

Job Posting

Arts Alliance of Greater Waynesboro

Connecting Our Community Through the Arts

Executive Director

Qualifications and Requirements

A qualified candidate will have strong business and/or nonprofit experience, including marketing, organizational and communication skills (written and verbal), and a deep appreciation for the arts.

This position reports to the AAGW board president and board members, and works closely with gallery curators and docents, volunteers and community partners. Flexible office hours. Some evening and weekend hours may be required.

The ideal candidate should possess the following:

- ◆ Bachelor's degree or comparable experience in the arts, nonprofit administration, communications or a related area.
- ◆ Administrative and office computer skills.
- ◆ Ability to multi-task—work accurately, efficiently, and collaboratively on multiple projects.
- ◆ Ability to collect, organize, and analyze information.
- ◆ Good judgment, teamwork and interpersonal skills; conflict management skills.
- ◆ Integrity, flexibility, and a sense of humor.
- ◆ Experience working with volunteers in a not-for-profit organization.

To apply:

Send a letter of application, resume and salary requirements via email to: artsalliancegw@gmail.com

—OR—

Send a letter of application, resume and salary requirements via postal service to:

AAGW
13 West Main Street
Waynesboro, PA 17268

Please note: Absolutely no phone calls or walk-in enquiries.

All applications will be held in the strictest confidence.

Position will remain open until filled.