

WASSENBERG ART CENTER ASSOCIATION

Executive Director Job Description

The Executive Director will be a proven visionary and leader who appeals to diverse audiences. The Director will develop, manage, and evaluate programs, promotions, operational workflow, financial reporting, budgeting, and other work as required to fulfill the vision, mission, and values of the Wassenberg Art Center (WAC) This is a full-time exempt position. The Executive Director reports to the WAC Board of Directors and to the CEO of The Van Wert County Foundation (VWCF). Compensation is set and paid for by the Van Wert County Foundation (VWCF) with input from the President of the WAC, who both perform a yearly review of the Executive Director and more frequently as needed.

RESPONSIBILITIES

1. Abide by the Vision, Mission, and Values of both the WAC and the VWCF.
2. Maintain an attitude of continuous improvement by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
3. Establish and guide the strategy, goals, and objectives in collaboration with the WAC Board of Directors.
4. Encourage the study of art, sculpture, and architecture with the end goal of contributing to the artistic, scientific, industrial, and commercial progress of our county.
5. Set the tone for organizational culture.
6. Oversee, establish, and perform marketing, brand management, and communications (including on various social media platforms) for the WAC.
7. Develop relationships within Van Wert County and with artists to engage and encourage talent.
8. Plan and coordinate a diverse selection of art exposure, and programming within the city of Van Wert.
9. Organize, book, and present specific events/artists including, but not limited to the Annual June Art Show, Town Creek Live, the October Photography Exhibit, the Members Show and Sale.
10. Oversees the coordination and management of the Faces of Little Bighorn exhibit.
11. Negotiate and execute all contracts with artists and their representatives.
12. Guide, develop, and abide by best practices for board governance.
13. Manage, recruit, motivate, evaluate, hire, (and terminate if needed) all staff for the WAC.
14. Approve compensation of staff and contract personnel.
15. Implement process improvements that provide a structure for a creative staff work environment.
16. Recruit volunteers and oversee volunteer management.
17. Develop, implement, and manage fundraisers and other initiatives as appointed by the board.
18. Maintain and coordinate all regulations, policies, and procedures of the WAC
19. Maintain and be responsible for any liquor licenses and accompanying protocols.
20. Submit necessary financial documentation to VWCF monthly in preparation for monthly financial statements.
21. Provide WAC Board Packet complete with minutes, financial statements, and Director's Report monthly.
22. Research, recommend, prepare, and manage funding opportunities such as grants or fundraisers.
23. Perform strategic financial analysis of key performance measures and report to the Board monthly.
24. Prepare the annual budget for the WAC and the VWCF Wassenberg Art Operating Fund, in coordination with WAC Executive Committee and VWCF CEO by November 1 each year.
25. Submit a brief quarterly WAC activity summary to the VWCF CEO by March 1, June 1, Sept. 1, and Dec. 1.
26. Submit a year-end highlight article to VWCF for VWCF Annual Report by January 31.

POSITION REQUIREMENTS

1. Self-motivated, team-oriented, resilient, and adaptive to change.
2. Positive attitude with exemplary customer service.
3. Attentive to detail and creative problem solver.
4. Ability to prioritize tasks and maintain strong organizational skills.
5. Ability to foster relationships and effectively communicate with a diverse group of constituents.
6. Ability to create and navigate appropriate financial reporting, analysis, and interpretation of data.
7. Proficient with the technology necessary to complete prescribed tasks.
8. Holds In-depth knowledge of marketing, market analysis, sales activity, and customer service principles.
9. Proficient at managing human resources to leverage efficiencies in a high-paced environment.
10. Adept at building relationships at every touchpoint of the brand.
11. A degree in Fine Art, Art History, Art Administration, Marketing, Design, Business, or related field is preferred.
12. The preferred candidate would live within or be willing to relocate to Van Wert County.

I have read this description and can fully meet this position's responsibilities and qualifications.

Employee Signature

Date

November 7, 2022