

JOB ANNOUNCEMENT 2021



Art Center Director

[*The Emerald Empire Art Association*](#), (EEAA), a 501©3 non-profit organization that oversees the Emerald Art Center (EAC), is seeking to fill a part-time position of Art Center Director to represent EAC in the highest professional and aesthetic manner. The Director supervises the gallery and teaching facility, located at *500 Main Street in Springfield, Oregon*, and acts as an advocate for the arts and EAC. This job includes but is not limited to: managing volunteers and staff, and engaging with the public; daily operation, promotion and art displays of gallery; and generating funding for the center, its programs and events. The successful candidate will have a business background, strong communication skills, knowledge of the arts, experience in social media and traditional media promotions, and fund-raising.

Under the direction of the Board of Directors, the Emerald Art Center Director oversees the activities of the *Emerald Art Center* and serves as the center's public face. The Director directs the staff and volunteers while interacting with the public on a regular basis.

Expected Hire Date: May 21, 2021.

JOB DUTIES

- **Supervises the duties of staff**
 - Administrative Assistant
 - Data Entry Specialist
 - Bookkeeper
 - Youth Arts Coordinator
 - Volunteer Coordinator
 - Gallery Guides, Gift Shop, and other volunteer members in the performance of their duties

- **Directs operations of art center**
 - Maintains task chart for the required volunteer hours of participating members
 - Responsible for in-house needs such as, ordering office supplies, art supplies and cleaning supplies
 - Promptly notifies designated Board Member regarding maintenance, security issues and/or other emergencies
 - Maintains the master art center calendar
 - Coordinates mezzanine and member walls display schedules and classroom usage
 - Returns phone calls and responds to emails and correspondence in a timely manner
 - Provides a friendly, welcoming, and encouraging environment for members, artists, volunteers, and the public in an all-inclusive manner

- **Coordinates and manages promotion, marketing and publicity**
 - o Directs creation of posters, flyers and brochures
 - o Coordinates mailings and publicity for events and exhibitions
 - o Oversees records management
 - o Coordinates the creation and distribution of press releases and promotional materials
 - o Oversees promotion of current and upcoming events, workshops, classes, and exhibitions through the management of *Emerald Art Center* newsletters (eblast,) web page, and social media in a timely manner
 - o Attends and reports at monthly General Board Meetings and Exec. Board Meetings

- **Coordinates fund-raising activities which include but are not limited to**
 - o Grant Writing
 - o Securing sponsorships
 - o Recruiting donors
 - o Establishing business partnerships
 - o Coordinating special events & facility rentals

POSITION DETAILS

- Part-time position, approx. 25 hrs per week
- Up to 4 additional hrs per month as approved by the Board President to perform administrative duties and special events that may arise
- Beginning Salary: \$20 per hour
- Working hours: 10:45 am - 4:15 pm, Wednesday thru Saturday
- ½ hr lunch and 15 minute afternoon break
- Upon successfully completing a 6 month probation period, will receive periodic job reviews thereafter by Board of Directors

Interested candidates should submit the following for consideration:

- 1) Cover Letter
- 2) Resume

Email: director@emeraldartcenter.net

Or mail to:

Emerald Art Center Board of Directors
500 Main Street
Springfield, OR 97477

Deadline for submission: **May 7, 2021.**