

COLEMAN CENTER for the arts | Job Description: Executive Director

August 24, 2016

www.colemanarts.org



Position Summary

The Coleman Center for the Arts (CCA) is seeking a passionate and dynamic Executive Director who will lead the organization into its next chapter of growth and impact. The Executive Director will oversee all aspects of the organization including creative programs, finances, grant writing, fundraising, and hiring and managing staff. The Executive Director will work with the Board of Directors to set strategic goals and vision, and continue to develop the CCA as a model for long term collaboration between artists and communities.

About the Coleman Center for the Arts

The CCA is a 30-year-old contemporary arts organization located in York, Alabama, a town of 2,500 people in the Black Belt Region of Alabama. The CCA uses the social fabric of a small town as a context for contemporary art making. Programs foster positive social change, answer civic needs, build local pride, and use creativity for community problem solving.

- The CCA **artist-in-residence program** commissions new public artworks through long term social engagement between the local community and visiting artists from around the United States.
- The CCA **education program** offers in-school, after-school, and summer art education opportunities to grade school and high school students throughout Sumter County.
- CCA **exhibitions** feature the work of local and regional artists, artists engaged in CCA residency projects, and student work from CCA education programs in 4-6 shows a year.
- The CCA's **Pop Start** is a creative and civic business incubator, currently in start up, that will support local entrepreneurs at various stages of development, including pop up projects. A new facility is currently under renovation in downtown York.
- The CCA also houses the city library, sponsors a community garden, offers a free outdoor movie series, and hosts ongoing community meetings about education and community development.

Job Duties and Responsibilities

- Collaborate with the Board of Directors to set strategic vision for the CCA
- Create dynamic creative programs in collaboration with artists, staff, and community members
- Maintain a broad network of relationships with York and Sumter County residents, as well as the contemporary art community in Alabama, the Southeast, and across the U.S.
- Develop and maintain an annual operating budget of \$200,000/year
- Secure grants from local, state, and national foundations
- Oversee individual and corporate fundraising, fundraising events, and donor cultivation and retention
- Realize opportunities for earned income
- Manage and hire program and support staff, facilitate a collegial and collaborative work environment, and cultivate opportunities for employee growth and development
- Manage all financial aspects of the organization
- Promote the CCA, its programs, and projects at relevant conferences around the U.S., and to local, state, and national media and art publications
- Oversee management of CCA buildings and grounds—7 buildings in downtown York

Desired Attributes

- Genuine love, passion, and aptitude for working with people—specifically with artists, communities, and diverse organizational collaborators and stakeholders
- Excellent written and verbal communication skills, with a dedication to honesty and transparency
- Adept at building consensus with diverse groups of people
- A good sense of humor and a sociable personality
- Passionate about art, artists, community development, and experimental artistic forms
- Driven to make change through the arts
- A strong creative vision for how the CCA will impact artists, community members, and the larger Black Belt Region
- Adept at public speaking
- Knowledge of contemporary art and art practices, with a track record of artistic production, curation, and/or arts organizing
- Thrives in a fast-paced multi-faceted work environment

Position Requirements

- 3-5 year minimum time commitment to leading the CCA and living in Sumter County, Alabama
- Proven record of dynamic creative work
- 5 years experience in nonprofit arts organization or leading arts programs
- Strong record of leadership
- Experience in grantwriting and fundraising
- Understanding of nonprofit finances
- Advanced degree in contemporary art, arts management, or related field, or equivalent work experience

Application Procedure

Please send an email to apply@colemanarts.org that includes your resume and a thoughtful letter of application that addresses the following:

- Your interest in the position
- Your dedication to artistic and social experimentation
- Relevant aspects of your curatorial or artistic work, community work, organizational management, and leadership and fundraising experience
- What personal qualities you would bring to this work to unite diverse groups of collaborators—artists, community members, and organizational partners, etc.
- Your fundraising and management experience, and the type of leadership approach you would bring to the CCA
- Other skills and strengths you would bring to this role
- List of 3-5 professional references.

Compensation will be commensurate with experience. Benefits included. Position open until filled.

The Coleman Center for the Arts is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits discrimination in any employment decision based on race, religious creed, color, national origin or ancestry, disability, marital status, gender, age, sexual orientation or any other basis protected by federal, state or local law or ordinance.