



d'ART CENTER

POSITION: EXECUTIVE DIRECTOR

The successful candidate will be a self-starter, team player, and solutions-oriented professional who appreciates the challenges of a working art center, educational programs and exhibition projects. The candidate will be looking for a high-energy, take-charge position with an emphasis on growth and to move this established art organization to the next level within the region's art scene. Must be able to work efficiently on multiple projects, multi-task, manage staff, and participate with the artists, the public, other like-organizations and institutions and the City. Must feel comfortable as the face of the Center.

Organizational Profile

The d'Art Center is located temporarily in the Duke Grace Building at 740 Duke Street in Norfolk, Virginia. The Center hosts approximately 20 working artists' studios, two associate galleries, and one gallery with rotating fine art exhibitions.

Examples of the 2018 gallery exhibitions include ones with the d'Art Center artists, the Y'Art Sale, "Tiny but Mighty" national juried show of 3D works, Tidewater Turners, and the holiday "Gifted" show.

The activities at the Center are focused on bringing artistic experiences and education to the public through adult classes, workshops, summer camps, and visual arts education. The Executive Director serves as the chief administrative officer and is charged with implementing policies and programs for the benefit of the artists and the public and meeting the Mission, Goals and Objectives as established by the Board of Directors.

To Apply:

Applications and Nominations are welcome. For full consideration, please apply by January 10, 2018.

Resumes, with cover letter, should be submitted

to: CGurnee@wec-cpa.com

Please enter **d'ART Center** in the subject line.

The Executive Director Search Committee reserves the right at its discretion to extend the application process as needed. The applications will be accepted until the position is filled. Please include salary requirements and any expected unusual benefits. The Resume should also include a list of both personal and professional references.



EXECUTIVE DIRECTOR Job Description

Primary Objectives

The Executive Director (ED) is accountable for building and leading a high performance team, to include both staff and the resident, associate, and affiliate artists, to fulfill the mission of the d'Art Center as one of the Hampton Roads community's connections to the visual arts and artists. The ED presents a vibrant, professional level of art education and activity for children and adults and develops mutually beneficial partnerships with other organizations and institutions to bring art to the community. The ED ensures and enhances the continuing overall operations of the organization. Along with the treasurer, the ED manages organizational annual spending, develops and monitors budget compliance and mitigates financial risks.

Major Areas of Responsibility

d'Art's Role within the Community (15%)

- Be the Face of d'Art in the Community as the steward of the d'Art brand
- Participate in and present to targeted community groups such as Downtown Norfolk Council, Neon and Arts District committees
- Affiliate with other arts organizations in the community such as Chrysler, Glass Studio, MOCA
- Cultivate relationships with educational institutions for joint STEAM (Science, Technology, Engineering, Art, and Math) projects
- Attend city functions to develop an understanding of the dynamics of local and regional environments and establish a working relationship with city, regional, and economic development personnel

Administration (20%)

- Oversee operation, maintenance and security of facility
- Oversee "d'Art at The Main" gallery (3 times annually)
- Serve as staff to the Board and its Committees;
- Manage leasing of 20 studios including recruitment and jury of artists and rental of non-studio spaces such as the galleries for events
- Interact with resident, associate, and affiliate artists; address administrative matters and ensure adherence to lease and d'Art House Rule requirements
- Supervise, train and manage staff including the Development Officer (potential), Marketing/Communications Director, Daily Operations Coordinator, Administrative Assistant (potential), and Volunteers
- Evaluate success of programs and activities for Board including metrics on attendees and revenue/expenses
- Initiate recommendations for improvements of operations and programs to Board to enhance fulfillment of our mission
- Ensure an effective, wide spread marketing program for shows and programs

Mission of the d'Art Center

To Connect the Community with Art – Watch * Create * Learn * Collect * Enjoy

Financial (20%)

- Monitor, maintain and enhance the fiscal health of the Center
- Develop annual budget
- Manage finances including check writing and bank deposits, and transmit documentation to outside bookkeeper
- Provide report to Treasurer on monthly basis
- Identify and pursue sources of income, including sponsorships and grants
- Oversee and supervise all fund raising events and activities including memberships

Curatorial (20%)

- Plan, collaborate with art resources, schedule, and present a 12-month calendar of gallery exhibitions
- Solicit art and artists for exhibits including juried exhibits and off site displays
- Schedule and manage selection of resident and associate artists

Education (25%)

- Develop curriculum for full program of art classes for children and adults
- Schedule, manage and evaluate art education activities including classes, workshops and camps;
- Recruit affiliate artists and instructors
- Enhance and grow the community arts educational program
- Interact with the City in regard to cultural opportunities at the Center
- Promote and schedule gallery/studio tours with schools, community organizations, and special needs groups

Required Qualifications

- Bachelor's or Master's degree in Arts Education, Non-profit Administration, Museum Management, Business Management or related fields
- Minimum of three plus years of senior management experience with educational or arts organizations and/or not-for-profit or business organizations
- Proficiency in PC skills that includes Microsoft Word, Excel, Outlook and Power Point
- QuickBooks and Bloomerang a plus
- Superior communication skills-both written and verbal
- Grant writing experience preferred
- Strong interpersonal skills and ability to work easily with diverse groups; leadership
- Excellent organizational skills, including project management and sponsor management
- Detail oriented along with Big Picture and Creative thinking
- Excellent customer service skills; Proven ability to build and foster partnerships
- Ability to lift up to 30 lbs. on a regular basis with or without reasonable accommodations.

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Position and Salary Range

\$55,000 to \$70,000 per annum

Parking provided

Simple 401(k) available

Exempt Salaried position

40-hours per week -- Some evening and weekend hours necessary (flexible work schedule)

The Executive Director is appointed by the Board and reports to the Board with immediate supervision by the Executive Committee and specifically by the current President.

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