

LANDER ART CENTER

Executive Director Job Description

Position title: Executive Director

Reports to: Board of Directors

Schedule: Full time, salary dependent on work experience \$36,000 - \$40,000

The Lander Art Center seeks an Executive Director to develop central Wyoming's premier nonprofit, art center. Lander Art Center strives to build a strong arts community in the Fremont County area. Lander Art Center engages youth and adults in the visual arts through quality exhibitions and educational opportunities.

The Director must be an interdisciplinary, creative problem solver who oversees a wide range of projects using a variety of business skills. The Director is responsible for the financial health and management, program development and implementation, and public outreach. Programming includes art exhibitions, classes, and events.

Essential Duties and Responsibilities

Financial Management

- Oversee accounting, budget, and established financial procedures including supervising payroll, implementation of operating budget and practices that maintain the IRS 501(c)3 designation
- Grant writing, implementation, and final reporting
- Seek new funding opportunities through grants and local, regional and national partnerships
- Develop, promote and sustain resource development plan including earned income, membership, individual donor and corporate sponsorship program, public fund drives special events
- Fosters strong member and donor relationships

Programs and Operations

- Supervise and provide leadership for LAC staff team
- Develop educational programming and coordinate events
- Schedule exhibitions and lead installation
- Lead staff in marketing strategies for education, exhibitions, and events
- Develop and implement policies and Strategic Plan in conjunction with the Board of Directors

Public Relations

- Public face and liaison with LAC membership, gallery visitors, donors, partner organizations, funders, artists and the community in general
- Implement public relations plan that builds the art community through diverse partnerships, increased supporters and participants
- Manage the LAC marketing strategies and materials
- Public appearance and speaking at Art Center, local community, state and national events
- Active participant of the ATLAS working group (At Lander Arts and Sciences)

Desired Skills and Abilities

- Strong interpersonal skills and desire to work with our community
- History of successful grant writing, administration and reporting strongly desired
- Experience in the nonprofit sector a plus
- Adobe Design and QuickBooks experience a plus
- Exposure and knowledge of art techniques, history and contemporary art desirable, but you do not have to be an artist
- Capable of heavy lifting, stairs, and energy intensive work
- Work schedule includes occasional weekend and evenings for exhibition openings and special activities

Minimal travel is required within Fremont County, occasional additional travel to trainings and conferences.

To apply, please send letter of interest and résumé to LAC Board Member, Sophie Barksdale at sophiegracebarksdale@gmail.com