

LOS ALAMOS ARTS COUNCIL

EXECUTIVE DIRECTOR Job Description

The position of Executive Director comes with many responsibilities under the authority of the Board of Directors. The focus of the Executive Director's position shall be to serve as the Board's agent in co-directing staff and volunteers to implement the programs of the Los Alamos Arts Council. In addition, the Executive Director serves as the Council's public representative when interacting with county government, local schools, arts organizations, the business community, and other community agencies. Currently, the position is part-time at 30 hours a week, starting at an annual salary of \$23,400.00 Duties may be expanded to fulfill the future needs of the Council, including a possible extension of hours required to work per week (pay would be extended respectively).

Summary of Duties:

1. Directing the planning and execution of program activities and special events under the supervision of the Board.
2. Directing the formulation of the Council's annual budget to be submitted to the Board for approval.
3. Following the annual budget approved by the Board. This includes not committing any significant Council resources without the concurrence of the Board or its proxies.
4. Directing the formulation of the Council's annual financial report.
5. Serving as the Council's representative to the community including, for example, the Los Alamos County government, public school district, and any other community organization, as appropriate.
6. Serving as the Council's representative to state and national organizations.
7. Directing and performing the Council's Public Relations/Marketing activities in collaboration with the Board.
8. Assisting the Board with Board-sponsored fundraising events.
9. At the request of the Board, writing proposals to potential and current funding sources. Submitting any reports required by funding sources or the Board.
10. Other duties include the day to day administrative functioning of the office and the Council.