

Los Alamos Arts Council
Executive Director
Job Qualifications

The following qualifications, either through employment or volunteer activities, are required/preferred for the position of Executive Director of the Los Alamos Arts Council:

Required:

1. Interfaces well with individuals, groups, community organizations, etc., of all ages and socio/economic backgrounds.
2. Is computer literate in: Microsoft Word, Quick Books, Publisher, social media.
3. Is willing to work flexible hours as some LAAC events and activities require working evenings and weekends.
4. Has excellent communication skills, both oral and written.
5. Is self-motivated, manages time well, and has excellent organizational skills.
6. Has physical stamina. The Executive Director will work primarily indoors in an office environment. However, some events occur outdoors, requiring participation in setting up, taking down, and working outdoors for long hours. The Executive Director will be required to lift items up to 25 pounds, to climb stairs/step stool (to reach stored items), stand for several hours, and walk up to a half-mile during events.

Preferred:

1. Has held a leadership position.
2. Has experience in recruiting volunteers.
3. Has experience in collaboration between organizations and groups.
4. Has worked for a non-profit.
5. Has experience in fund-raising, including: meeting with local businesses, writing proposals to elicit resources, grant-writing, researching new funding possibilities, etc.
6. Has experience in using social media to promote events.
7. Has experience/interest in one or several genres of the arts' spectrum (visual, performing, musical, crafts, etc.).