

Los Alamos Arts Council Director

To Apply:

Email application form, cover letter, and resume to info@fullerlodgeartcenter.com

Applications will be reviewed on a rolling basis.

Position Summary:

Los Alamos Arts Council, a non-profit organization, exists to promote lifelong engagement in the arts through education and community partnerships. The LAAC serves as a catalyst for economic, social, and cultural growth, and its programming brings together diverse segments of the community.

The LAAC Executive Director position is envisioned as a full time fluctuating schedule position with a salary range of \$30,000-\$35,000 annually. The Executive Director reports directly to the LAAC Board, oversees a small staff of part time to full time positions, and is ultimately responsible for the smooth functioning of all programs, events, and functions of the organization. Anticipated start date would be 2 weeks after final interview.

Duties and Responsibilities:

Be the face of the organization

- Work with staff to present unified and organized feel to the organization through promotional materials, press releases, website content, and physical presence in the Fuller Lodge Art Center, Mesa Public Library Step Up Gallery, and at all off campus events and functions
- Network and collaborate with other entities on a local, regional, and national scale including non profits, community services, and other business entities
- Maintain close communication and reporting with Los Alamos County Community Services including quarterly reports and a year end fiscal review for the Los Alamos Arts Council, Fuller Lodge Art Center, and Step Up Gallery

Coordinate with Staff, Board, and Volunteers

- Understand the roles and responsibilities of the staff members, and coordinate between staff members
- Set and maintain training for board, staff, and volunteers
- Set and maintain a meeting schedule for board and staff
- Exhibit and implement an understanding in working as a conduit between board and staff

Oversee the functions of the Organization

- Be present and knowledgeable in the day to day functions of the organization
- Be present and knowledgeable in the variety of unique programming and events curated by the organization
- Work with staff to maintain a schedule of open hours at physical spaces
- Work with staff and the board to act as a steward to the organization's fiscal needs

Seek funding

- Be the organizations leader in fundraising
- Seek local, state, and national grants

- Collaborate with local artists and performers
- Collaborate with local, regional, and national non-profits

Other duties as arise

Preferred Qualifications:

- Experience in grant writing
- Experience in a non-profit setting
- Experience in fundraising
- Experience managing employees and/or volunteers
- Experience in a retail or art gallery setting
- Experience training others

Knowledge, Skills, and Abilities:

- Strong organizational and problem-solving skills
- Good communication skills, both written and verbal
- Ability to learn new skills and information, including flexibility to changes in job resulting from COVID-19 restrictions
- Basic computer and social networking skills

Availability:

- 30-40 hours a week
- Ability to be present during most open hours (4-5 days a week)
 - Open hours: 10:00 am - 4:00 pm, Monday-Saturday
- Ability to work 1-2 Saturdays a month
- Ability to work 5:00pm - 7:00pm shifts during opening receptions (one every 4-6 weeks)
- Ability to work one Sunday a month during holiday season

Physical Demands:

While performing this job, the employee routinely sits, stands, crouches, kneels, lifts, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee routinely lifts and/or moves up to 35 pounds and occasionally up to 50 pounds. The employee routinely arranges displays, including displays near floor level.

Work Environment:

The Fuller Lodge Art Center is located in a two-story historic building without an elevator. The Step Up Gallery is located on the 2nd floor of the Los Alamos Mesa Public Library and is open only when Library staff is present. The employee works in both shared office space and on the gallery/shop floor with regular foot traffic and moderate noise levels. The employee interacts with other staff, artists/vendors, and customers/visitors in person, by phone, and/or through email. The employee is often required to work off-site and outdoors as an integral part of the position.