

Job Solicitation
Executive Director, Brookings Arts Council (BAC)

The BAC is non-profit organization dedicated to promoting the arts, arts education, and providing local and regional aspiring artists a venue to highlight their creative efforts. The Executive Director works with community leaders in advancing the arts in Brookings and surrounding area. It is a vibrant organization with excellent growth opportunities. The Executive Director reports to the BAC board and is responsible for the oversight and management of all BAC operations and programs, grant writing, directing its paid and volunteer staff, and, in collaboration with the BAC board, developing the BAC annual program and budget. The BAC budget is supported by government stipends, grants, membership contributions, and fund-raising activities.

Qualifications:

Strong, positive, and effective interpersonal and leadership skills in a multi-tasking environment.

Strong arts background and well-developed networks within the South Dakota and regional arts community.

Excellent written and oral communications skills in all types of modern media and software.

Ability to work collaboratively with and inspire diverse groups including paid and volunteer staff, BAC members and guests, artists, and community leadership.

Successful grant writing and fund-raising experience.

Experience in budget development and oversight.

Experience in staff supervision, museum or art gallery operations.

Experience in the operation of a 501(C)3 organization.

Competency with modern office computer/software and social media systems.

Preferred:

College degree in the arts, museum management, public relations, business/non-profit management or related fields.

Ability to cultivate, motivate, and grow volunteer/community organizations.

Contact Information:

Please email questions to brookingsarts57006@gmail.com and a member of the search committee will be in contact with you.

Pay Plan:

This is a part-time, salaried position with no benefits other than paid vacation. Salary, starting at \$20,000, and total compensated hours paid, with a minimum of twenty (20) hours per week, will be subject to negotiation

based on the successful candidate's qualifications and experience. This position requires occasional evening and weekend hours.

Criminal Background Check: This position requires successful completion of criminal history background check.

How to Apply:

Please submit a cover letter and resume to brookingsarts57006@gmail.com. Resumes should include all educational achievements and a work history. Candidates who are selected for interview will be asked to provide reference contact information, a maximum of three, prior to their interview.

Applications Accepted Until May 10, 2019

Review and screening of applications will commence on May 10, 2019. The start of the employment is subject to negotiation but not expected to be earlier than June 15, 2019.

Equal Employment Opportunity:

The BAC is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer.