



Arts Director Job Announcement

The Grinnell Area Arts Council has created a new, fulltime Arts Director position responsible for the development and implementation of strategies and programs that promote, maintain and enhance the Arts Council's mission. During the past few years, the Arts Council has aggressively expanded its arts programming, see generally www.GrinnellArts.org, and is now poised to transition its programming into a stately arts center in the downtown Grinnell area and to work closely with the tourism function of the Convention & Visitors Bureau. The new Arts Director will be central to all this activity and assist the board to fully develop and successfully execute its exciting plans for the arts and tourism in Grinnell.

Operations and Organizational Management

- Reports directly to and advises the Officers and the Board of Directors. Also reports to the President of the Chamber of Commerce in order to facilitate tourism goals.
- Assists to develop, execute and market high quality, dynamic arts programs.
- Recruits, trains and supervises qualified staff and volunteers.
- Maintains a working environment conducive to positive morale, excellence, creativity, growth and collaboration.
- Coordinates and monitors the care and use of all facilities used by the Arts Council and its programs.
- Implements plans to increase awareness of Grinnell as a destination for tourists, visitors, group bus tours and conventions.

Financial Planning, Fiscal Oversight and Fundraising

- Prepares timely and realistic budgets to achieve objectives.
- Supports sound fiscal practices and maintains accurate recordkeeping.
- Assists with seeking out funding sources, grants and innovative ideas for revenue generation.

Community Outreach and Collaboration

- Represents and advocates for the Arts and Tourism at all levels.
- Works with the community to develop collaborative projects and programming.
- Develops and maintains communication with key stakeholder groups.
- Assists with membership development and communication.

Knowledge, Skills and Abilities

- Bachelor's degree required.
- Demonstrated interest in the arts.
- Experience with non-profits, volunteer coordination, project management and fundraising.
- Strong interpersonal, writing and computer-related communication skills in fast-paced environment.
- 40 hours per week. Specific work schedule to be determined, but will include some nights and weekends.

The grants supporting this position begin July 1 so the Arts Council will attempt to have the position begin as soon as possible after July 1. Applicants are encouraged to submit their letters of interest and resumes before June 24. Only Iowa residents may be considered.

If you are interested in the position, send a letter of interest and resume to info@grinnellarts.org or PO Box 657, Grinnell, IA 50112. Contact Tom Lacina, President of Grinnell Area Arts Council, at tom@lacina.us or 515-321-8048 (cell) with questions.