



## Pelham Art Center

155 Fifth Avenue Pelham, NY 10803 tel: 914.738.2525 fax: 914.738.2686 [www.pelhamartcenter.org](http://www.pelhamartcenter.org)

Pelham Art Center invites applications for the position of Director.

Pelham Art Center's mission is to provide the general public with the place, the resources and the opportunities to see, study and experience the arts in a community setting. The Director is a full time, exempt employee who reports to the Chair and President of the Board of Directors. The Director is responsible for all aspects of the administration and management of a 40 year old art education non-profit which owns its 5,000sf facility, has a \$460,000 budget, a \$350,000 reserve fund, and is debt-free. Each year, more than 15,000 people of all ages who live and work in the communities of southern Westchester County and the northern Bronx are served by the Center's free and affordable classes and workshops, exhibits, performances, public programs, and artist residencies. Visit [pelhamartcenter.org](http://pelhamartcenter.org) to learn more about the Art Center.

The Director is responsible for the four main areas of Art Center activity: Public & Education Programs; Resource Development; Communications; Business Administration & Operations. These areas are aligned with the responsibilities of the staff who report to the Director: Gallery & Public Programs Manager, Education & Outreach Manager, and Finance Manager. The Center also employs many artist instructors and works with volunteers and interns.

The ideal candidate will be a driven, articulate, creative thinker and an astute business manager who is committed to setting and achieving long range goals and to maintaining excellence in the development and delivery of the Art Center's art education, exhibitions, and public and outreach programs.

### **Primary Responsibilities**

1. Public & Education Programs: Work with the Program Managers, the Gallery Committee, and other professionals to ensure that public programs and instructional classes meet high quality standards; increase public participation and interest; and evolve as community needs change and as new needs arise. Initiate and foster relationships with other organizations and agencies that lead to effective program partnerships and collaborations.
2. Resource Development: Take the leadership role in the Art Center's financial development, including establishing and meeting its annual fundraising goals. Work includes: identify, cultivate and solicit funding opportunities from individuals, foundations, corporations, and government agencies. Lead the staff, Board, and volunteers in effectively building and maintaining strong relationships with funders.
3. Communications: The Director works with the Program Managers, interns and volunteers to develop and expand the Art Center's visibility and brand recognition through public and media relations, print and web-based programs and solutions, and other marketing activities. The Director is the primary spokesperson for the Art Center.
4. Business Administration & Operations: Work with the Finance Manager to oversee the creation, board approval, and ongoing management of the annual budget, monthly operating reports, cash flow statements and the annual audit. Work with the Board Treasurer and Board to ensure effective fiduciary oversight. With the staff and outside contractors, manage building operations and related capital planning and annual maintenance.



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### **Skills and Characteristics of the Ideal Candidate**

Ability to communicate and implement a vision for the Art Center's mission and programs

Knowledge and love of art in its many forms and a commitment to art education

Energy and enthusiasm for meeting people, fundraising, and being the 'face of the Art Center'

Proven track record in donor cultivation, fundraising and special events

Ability to prioritize tasks and projects

Strong fiscal management and budgeting skills

Successful experiences managing Board and donor relationships

Art and business connections in Westchester County and metropolitan NYC

Effective writing skills

Excellent analytic and long term planning abilities

Success in working with a variety of constituencies

Building and evaluating work and project teams

Excellent computer, web and software skills on MAC and PC platforms

### **Requirements**

8 - 10 years experience in similar organizations

Valid driver's license

Personal transportation for local and regional travel

Work schedule includes evening and weekend commitments

### **Start Date**

Flexible but ideally between November 2010 and January 2011

### **Compensation and Benefits**

\$60,000 – \$70,000 salary; 15 vacation days (accruable); 10 sick days (accruable); 10 holidays;

85% employer paid health insurance (Empire Blue Cross HMO) for the employee only; paid

parking; Section 125 deductions; and household members attend classes at no charge.

### **To Apply**

Applications accepted through September 3, 2010 via email only:

1. cover letter with salary requirements and available start date

2. resume

3. 2 and up to 4 recent and relevant work samples

Send to Bridget Bettke, Finance Manager, at [bbettke@pelhamartcenter.org](mailto:bbettke@pelhamartcenter.org)

Please no telephone calls or mailed applications. Pelham Art Center is an EOE employer.