

Job Title: Executive Director of the Deer Path Art League

Reports to: Executive Committee of the Deer Path Art League Board of Directors

Nature and Scope of Position:

The primary responsibility is to serve as staff to the Deer Path Art League and to support the Board in promoting and encouraging community interest in the visual arts.

This is a position consisting of approximately 20 hours per week. Office hours are required (Monday, Wednesday, and Friday) with some flexibility. Additional hours to include monthly Board meetings, Special Events, Committee meetings as requested, as well as attendance at the Art Fair on the Square held yearly, on Labor Day weekend.

Responsibilities fall into two general areas: Office Management and Art Fair Organization.

Office Management

General Responsibilities:

- Serve as a primary contact person for the Deer Path Art League responding to emails, phone calls and patrons. Provided friendly and professional service.
- Handle payments, receipt of funds, banking and works with accountant on financial reports.
- Work with the Executive Committee to prepare the Board agenda, send it and notice of meetings to Board members.
- Attend and present reports to monthly Board meetings.
- Work with the Board and League committees to develop and execute strategies to promote the mission and visibility of the League.

Computer Support:

- List management (artists, memberships, marketing, donors, volunteers, registrations, etc.).
- Organization of the Art Fair thru Zapplication.
- Work with webmaster to maintain and keep the website current and effective.
- Light accounting using Quick Books software including revenues and monthly bills and preparing related reports.

Promotional/Marketing Support:

- Identify and maintain list of free public relations opportunities for the League including contact information and publication deadlines for publications and websites.
- Work with the Board to create and distribute the Art Fair informational material.
- Submit approved PR materials to meet publication and webmaster deadlines.
- Support of social media.

Outreach:

Help support Art League Committees:

- Create innovative programming and special events for the League to promote art awareness.
- Establish sponsorships with local organizations or donor opportunities for the League.
- Develop and implement partnerships with other local organizations.

Event Organization

Art Fair:

- Prepare for the Art Fair on the Square, held on Sunday and Monday of Labor Day weekend.
- Manage contact with the artists.
- Draft and design advertising material for the Art Fair, publicize Deer Path Art League on social media, contact sponsors, food vendors, and volunteers. Answer questions from the artists, supervise the collection of booth fees, work with the city to obtain their services in waste collection, permit, ground maintenance, etc.
- If needed, we could hire another person for the month before the Art Fair to help you. Board committees can also help. Coordinate the group of high school students who volunteer to help on the two Art Fair days.

Requirements

Ideal Candidate Qualifications:

- Interest in the visual arts, public relations, and digital marketing
- Excellent organizational skills
- Customer service focus
- Knowledge of nonprofit organizations helpful
- Familiarity with Microsoft Word and Excel
- Familiarity with Quick Books, Adobe Created Suites or other graphic design program, and Constant Contact or Vertical Response preferred.
- Ability to work and communicate with a variety of art minded individuals!

Compensation:

- Hourly compensation is commensurate with experience.

For more information on the Art League please review our website at: deerpathartleague.org.

To apply for this position, please forward correspondence/resume to: info@deerpathartleague.org.

We will respond to individuals moving on to the interview phase by phone or email.

Updated October 31, 2024