



## ARTSPACE MAYNARD SEEKS EXECUTIVE DIRECTOR

ArtSpace Maynard seeks a full-time Executive Director to serve as an inspiring, nurturing, and facilitative leader for the exciting next phase in the life of the organization. This is an excellent opportunity for an arts administrator who likes to work with visual artists and believes the arts can enhance communities' quality of life and economic development. ArtSpace seeks candidates with demonstrated success in fundraising and financial management, marketing, creating successful collaborations with the community, managing a motivated team, solving problems creatively, and communicating transparently and effectively. An appreciation for the power of art and artmaking, and an understanding of artists' needs is required above all.

Working closely with the Board of Directors, the renting artists, and community stakeholders the Executive Director will participate in a new strategic planning process that defines ArtSpace's mission and goals; develop financial plans and fundraising strategies focused on sustainability and capital campaign success; provide operational oversight of ArtSpace's annual budget, programming, marketing, and facilities; write and administer grants; engage local and regional stakeholders to establish new partnerships and programs, work harmoniously with the renting artists, and manage a small and dedicated staff.

The Board invites all interested candidates with a commitment to our mission and demonstrated relevant experience to apply for the open Executive Director position.

### **About Artspace**

ArtSpace Maynard is a nonprofit community arts center founded in 2000 and currently located in the Maynard Cultural District in downtown Maynard, MA. Our mission is to provide affordable studio space to local artists, exhibit contemporary art from New England artists and maintain an active community outreach program. In January 2001, ArtSpace leased a former school (built 1919), a 55,000 square-foot, town-owned building and transformed it into one of the largest and most vital art centers in New England. The ArtSpace community has been operating in this space since 2001 and is now made up of more than 80 artists.

We have made the decision to leave this building due to the fact that the building needs repairs beyond our means. We will be looking for a new location for ArtSpace Inc. and the new Executive Director will help lead us in this transition.

## **Responsibilities and Commitments:**

- Report regularly to the Board of Directors, schedule Board meetings and prepare regular reports for the Board
- Coordinate a transition to a new building which may require build out, and lead the artist community to a new phase of ArtSpace Inc.
- Manage administration including artist studio leases, day to day operations, marketing, development, programs and building maintenance
- Lead and manage growth strategies ensuring the sustainability of the organization
- Foster and grow collaborative partnerships with all community stakeholders including ArtSpace artists, Town of Maynard, town residents and local organizations
- Oversee marketing, events and partnerships via ArtSpace's website, social media and other media
- Represent ArtSpace at community meetings and other public forums
- Collaborate with in-house committees on gallery exhibits, receptions, open studios and other events
- Develop and manage annual budget
- Identify and successfully pursue fundraising opportunities
- Develop community outreach programs involving ArtSpace artists and Maynard residents
- Select, engage and manage contractors and vendors
- Manage building construction projects; interact with architect and contractor on current project
- Identify operational risks, and implement mitigation measures

## **Qualifications:**

At least 3-5 years at a senior leadership level with supervision responsibilities in an arts organization; knowledge of nonprofit management best practices and standards; ability to create and work within a balanced budget. Candidates must have a proven track record of successful fundraising, marketing, community collaborations, facilities management, and working well with artists. Excellent communication, people, and creative problem-solving skills are necessary.

## **Salary and Benefits:**

- \$65,000-\$75,000 per annum
- Benefit allowance negotiable up to \$10,000
- 15 days paid vacation
- 8 days personal/sick time
- Bonus incentives related to fundraising are possible

## **Schedule:**

Full-time position, with some weekend and evening hours for events and meetings

## **Diversity Statement:**

ArtSpace is an inclusive community. We value the unique perspectives people of all backgrounds and life experiences contribute. ArtSpace is an equal opportunity employer and prohibits

discrimination and harassment of any kind. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

**To apply:**

Interested candidates should send a cover letter, resume and names and contact information of three (3) references as a single PDF document directed to: [gail.erwin@gmail.com](mailto:gail.erwin@gmail.com)

*Please no phone calls.* Applications will be reviewed on a rolling basis.

**Application deadline: December 5, 2022**