



SEEKING EXECUTIVE DIRECTOR FOR ARTS BENICIA

ORGANIZATION: Arts Benicia
POSITION: Executive Director
START DATE: April 1, 2015
LOCATION: 991 Tyler St., Suite 114, Benicia CA 94510
REPORTS TO: Board of Directors
WEBSITE: ArtsBenicia.org
DEADLINE FOR APPLICATION: February 13, 2015, 5PM
SUBMIT RESUME TO: artsbeniciajobs@gmail.com

Organizational Profile

The mission of Arts Benicia is to stimulate, educate, and nurture cultural life in Benicia primarily through the visual arts by providing exhibitions, educational programs, and classes that support artists and engage the broader community. It is a 501(3)(c) non-profit organization governed by a working Board of Directors. Arts Benicia is supported by memberships, grants, sponsorships, and fundraising events.

Since moving into a 2,400-square-foot space in the historic Benicia arsenal in 1993, Arts Benicia has become the hub of a large community of talented artists in Benicia, the Bay Area, and beyond. Arts Benicia offers an exciting year-round schedule of exhibitions, and art classes for adults in painting, drawing, and printmaking, plus workshops in a wide range of topics. Our dynamic exhibition schedule features the work of hundreds of local and Northern California artists in a gallery setting, providing opportunities for artists to show and sell their work. AB also has a number of children's art programs coordinated by an energetic Youth Education Committee. Other events include Open Studios in May; an annual benefit art auction; Arts Benicia Presents (rotating exhibits and art receptions at local businesses and City Hall); and periodic art lectures, panels and symposia.

Responsibilities and Duties

The Executive Director ensures that Arts Benicia's programs meet the organization's mission and its established criteria for artistic quality, as well as the community's art needs. A key responsibility is to ensure the acquisition of adequate and sustainable funding for AB operations and programming, including

working with the Fund Development Committee to design and implement a comprehensive fund raising strategy. The Executive Director represents AB locally and regionally, fosters collaboration with other city and community-based agencies, and advocates for the organization in fund development and in expanding city and civic collaborations, business partnerships, and other professional relationships. Working with the Board of Directors and its committees, the Executive Director identifies Art Benicia's audiences and develops programs to enrich the community culturally, and is responsible for overseeing the implementation and evaluation of programs.

Required Professional Qualifications and Experience

- A degree from an accredited institution of higher education
- Knowledge of greater Bay Area arts community
- At least 3 years management and supervisory experience, including fiscal and personnel management in a non-profit organization
- Excellent oral and writing skills, and proficiency with standard computer programs

Personal Qualities

A self-starter with excellent interpersonal skills who enjoys frequent interaction with the public and building working partnerships within the broader community. A proven problem solver who can identify issues and develop resolutions, as well as prioritize and complete tasks in a timely manner. Optimism and versatility in a position that requires frequent change and flexibility. Able to create and lead a vibrant team environment with staff and volunteers, Board, and other stakeholders to achieve organizational objectives. Practical, and results oriented.

Preferred Qualities

- Substantial experience at a management level of an arts organization
- Master's degree in an art related field

Compensation

This position is an exempt position. The salary is competitive, and based on qualifications and experience.

Application Procedure

Send cover letter and resume via email to artsbeniciajobs@gmail.com. Please include 3 references with contact information.

Arts Benicia is an equal opportunity employer.