

AIKEN CENTER *for the* ARTS

Position: Executive Director, Aiken Center for the Arts, Aiken SC
Type: Full-Time, Permanent **Posted:** NA
Salary: NA

Description:

For over 40 years the Aiken Center for the Arts (ACA) has been a driving force in the CSRA and region inspiring and educating all ages by providing unique visual and performing arts experiences. Each year over 30,000 guests participate in all facets of the arts through our programs: Aiken Youth Orchestra (AYO), Art Classes, Gallery Exhibitions, and Special Events.

Major Responsibilities and Duties:

- Increase the Center's visibility, image and role in the community, and strengthen community support by developing strong relationships with key individuals and organizations.
- Active leadership and involvement in income producing activities: finding ways to increase membership income, taking a primary role in fund raising activities, and overseeing the grant application process.
- Ensure the Center has a balanced operating budget by working with the staff and Finance Committee to maximize revenues and control expenses.
- All aspects of personnel management, including maintaining job descriptions, hiring, coaching, conducting annual performance reviews, staff scheduling to ensure the Center's needs are met, and disciplinary action in consultation with the Board of Directors.
- Ensure a successful Gallery Exhibition Program by coordinating an exhibit selection team.
- Oversight of a robust learning program, working with the Programming Manager and Program Committee to determine community needs and provide the resources to meet those needs each year.
- Oversight of the Gallery Store, working closely with staff to establish sales goals, a marketing plan and store policies.
- Oversee the maintenance of the Center's 22,000 square foot facility by working with the staff, Building Committee, and contractors to ensure the facility is properly maintained.
- Effectively work with the Board of Directors to ensure that key goals including the Operating Plan are met.

Qualifications:

Bachelor degree from a four-year accredited college or university in a field related to the arts, education, or communication. Experience in the fields of the arts, philanthropy and fund development, education, personnel management, business administration, program development, and public relations are preferred.

To Apply:

Submit cover letter and resume to michaelhosang@bellsouth.net or regular mail to:

Search Committee
Aiken Center for the Arts
c/o PO Box 2511
Aiken, SC 29802

Review of applicants will begin immediately, and will continue until the position is filled.

Aiken Center for the Arts is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.



find yourself

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803.641.9094

122 LAURENS STREET SW AIKEN, SC 29801

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