

Nevada County Arts Council - Executive Director

Statement of Responsibilities

Applications: Applicants must email a cover letter and resume addressed to Nevada County Arts Council Board President Jon Blinder. Submit all applications to blinderj@pacbell.net.

Final Filing Date: August 15, 2015

Salary Range: \$20,000 to \$25,000 depending upon skills and experience. This is a half-time position.

Under general direction and minimum supervision, the Executive Director will perform a wide variety of responsible, confidential and professional administrative duties in the fields of planning, finance, grant management, event production, office administration, records management and support activities.

Examples of Duties (including, but not limited to):

Develop and implement, along with the Board of Directors, a long-range strategy that achieves Nevada County Arts Council's mission, including serving on selected board committees.

Carry out plans and policies authorized by the Board of Directors including but not limited to the following:

- Support and work with the Board in the creation of an annual strategic plan. Execute the approved and adopted annual strategic plan.
- Maintain all records of NCAC including:
 - a. Board meeting agendas and minutes.
 - b. Contracts and agreements with other individuals and organizations.
 - c. Business records and budgets.
 - d. Membership records/information/database.
- Facilitate and ensure regular communication in the following areas:
 - a. Monthly communication to members (e.g. newsletters)
 - b. Monthly communication to the general public (e.g. newspaper articles, Facebook, etc.)
 - c. Monthly communications with the Board of Directors.
- Attend and provide support for monthly and special board meetings, as well as certain committee meetings upon request.
- Attend and participate in regular meetings of the Executive Committee.

- Complete grant applications and relevant reports for all grants (e.g. CAC State/Local Partnership Program)
- Oversee all activities and events produced by NCAC (e.g. Wild and Scenic Art Exhibition, SummerFest Arts, workshops, salons, open studio tours, literary events, etc.)

For more information and a more detailed job description, please send an inquiry to info@nevadacountyarts.org.