



## **Executive Director - Arts of the Pamlico**

### **Organization Overview**

Located in Washington, NC. Beaufort County Arts Council DBA Arts of the Pamlico (AoP) was founded in 1972. AoP is the owner and custodian of the historic Turnage Theatre, a 432-seat performing arts center with retail space, gallery, and the center for all administrative activities. The Turnage Theatre is a contributing facility to the downtown historic district and houses an additional historic Vaudeville Theatre yet to be restored.

AoP provides cultural and artistic programs in Beaufort County and seeks to provide economic benefit to make its city, county, and region attractive to artists, residents, visitors, business and industry. AoP is a 501(c)(3) organization. It holds an up-to-date Solicitation License from the NC Secretary of State and an ABC permit for wine and beer

The Historic Turnage Theatre serves as the home of a vibrant menu of arts and cultural programs provided for the community by AoP and its art partners. Its average annual budget ranges from \$350,000 - \$450,000 or higher during construction projects. The budget is supported by ongoing outreach to secure memberships, facility use fees, ticket and art sales, contracts and grants and business and individual donations. Small endowments provide annual funding for small projects. A limited reserve and small building fund is available for emergencies and match resources.

### **Position Summary**

The Executive Director (ED) of the Arts of the Pamlico (AoP) leads the organization under the direction of the Board of Directors. The position works closely with the Executive Committee and Chair of the Board to achieve the mission of the organization. This exempt full-time position is responsible for ensuring the growth and vitality of the arts council and the preservation and use of its historic theatre. In this role, the ED manages the staff and day to day functions of the building, programs, finances, fundraising, marketing, membership and community outreach. The ED must strive to provide AoP's diverse local partners and audiences with relevant and engaging arts and cultural experiences while cultivating strong relationships with funders, state, and national partners. The successful candidate must be able to be both professional and approachable by all, energetic, able to work in a dynamic environment for long hours, constantly multi-task and be an enthusiastic leader of the arts.



## **Duties and Responsibilities**

### **Champion the Arts**

Educate and advocate for the arts to public, policy makers, funders and community leaders

### **Support the Board of Directors**

Support a well-run, engaged and mindful Board of Directors representative of the community and encourage and support Board committees in their work on behalf of AoP.

### **Manage the Finances**

Oversee multiple budgets, operations, construction projects and programs, using the existing online systems (QuickBooks, PayPal) to ensure that the organization's funds are being used in accordance with its policies. File local, state and Federal forms, reports, grant applications, etc. as required.

### **Manage the Team**

Maintain a work environment that attracts, keeps, and motivates a diverse staff of top-quality individuals, both professional and volunteer, who are committed to organizational excellence and the mission of AoP. Provide regular verbal performance evaluations and annual written performance and compensation reviews of all employees and make recommendations to the Board of Directors.

### **Fundraise Resources for Operations & Programs**

Seek and secure funding and sponsorships from local, regional and national government, corporate, foundation, and individual sources to support art exhibits, awards, operations, events and programs.

### **Develop & Implement Programs**

Provide a dynamic calendar of programming that includes a rotating selection of art exhibits from local and regional artists, art festivals, musical and theater events. Partner with area colleges and universities to provide performance, exhibit, and workshop activities and spaces. Support and grow the next generation of artists and performers by providing a variety of opportunities for participation, e.g., volunteer, offsite exhibits, summer camps, community theater groups.

### **Grow Community Connections**

Build and cultivate strong relationships including regular communications and coordination with other local non-profits, sponsors, the Washington and Beaufort County community and education partners/stakeholders.



### **Maintain an Historic Building**

Maintain and continue restoration of an historic building and be familiar with preservation covenants/codes and have the ability to envision the possibilities and limitations that a structure of historic significance means to the financial well-being of the organization.

### **Salary Range**

\$55,000 to \$65,000 dependent upon experience and qualifications. Some benefits are provided.

### **Application Instructions**

E-mail cover letter, resume, and references (name, title, phone number, and email address for a minimum of 3 non-family member references), along with salary requirements and history to [employment@artsofthepamlico.org](mailto:employment@artsofthepamlico.org) with the subject line "Executive Director Application".

The ideal candidate will be a champion of the arts through education, advocacy, support, growth and development. It is essential that all applicants be action-oriented, able to respond in a fast-paced environment, skilled at prioritizing, and possess time management skills to complete simultaneous tasks. Among the skills needed are strong written and oral communication, exceptional management, and in-depth knowledge of planning and budgeting. The candidate must be able to supervise groups while working in partnership with diverse constituencies.

Applicants should be willing to work nights/weekends, and local travel within the region, when necessary, in order to implement programs and reside in Beaufort County.

Compensation: Full-time salaried position approximately 40-60 hours per week.

Classification Status: Exempt – Management

Desired Training and Experience: Graduation from an accredited college or university with verifiable documentation. Three (3) years of progressively responsible leadership experience, preferably in the performing and visual arts or historic property management, one (1) year of which must have been in non-profit program administration, supervision and/or fundraising with non-profits. Experience in working with an arts council is preferred including familiar knowledge of the North Carolina Arts Council. An equivalence of experience and education may be considered.

Applications will be accepted until this position is filled. Applications will be accepted through June 30<sup>th</sup> with a target employment date of September 1<sup>st</sup>, 2021.