|  |  |
| --- | --- |
| Title: | Director, Arts & Cultural Alliance  |
| Reports To: | Board of Directors |
| Supervises: |  |
| FLSA Status: | Contract Position | Job Grade:  | **EEO Category:** First - Mid Officials and Managers |
| Prepared By: | Kim Baker | Date: 1/2018 | **Company/Program:** Arts and Cultural Alliance (ACA) |
| HR Approval By: | Kim Baker | Date: 1/2018 | **Department:** Administration |
| job summary: |
| The Director supports the mission, vision, values, advocacy and strategic plan of the Arts and Cultural Alliance (ACA), a member-based organization supporting 85 plus arts and cultural organizations. The Director also serves as the project manager for the Cultural Pass, and/or other similar collaborative projects.  |
| **LEADERSHIP:** Responsible for representing the Arts & Cultural Alliance in a professional and collaborative manner to a variety of stakeholders. |
| * Provides strategic direction and maintains a high level of engagement of member organizations
* Represents Arts and Cultural Alliance with partner organizations, including the Convention and Visitors Bureau, Greater Louisville Inc, Louisville Metro, and the Fund for the Arts. Ensures excellent participation and communication between these organizations and the ACA.
* Represents the Arts and Cultural Alliance on Imagine 2020 committees and initiatives, helping support the plan by activating ACA membership on cultural plan initiatives and connecting ACA individual members to the plan.
* Regular attendance at arts & culture events as rep of ACA.
 |
| **SERVICE ORIENTATION:**  Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment. |
| * Works with the Board of Directors, develops a recruitment and retention program for members, growing and diversifying the membership, as well as managing the onboarding process.
* Responds to requests from ACA members and community contacts.
* Works closely with the Board of Directors in providing support for project goals and strategic planning.
 |
| **TEAMWORK AND COLLABORATION:** Effectively works with community partners, ACA board members and general ACA membership, drawing on all resources to achieve common goals and find opportunities. Promotes teamwork as a way to generate positive and creative results.  |
| * Board relations – Supports all board and committee meetings including sending invitations, tracking attendance, recording and distributing minutes, copying handouts, booking location, providing food and beverage when needed, and all follow-up on meeting outcomes. Meetings to include: bimonthly Chair Meeting, bimonthly Executive Committee Meeting, bimonthly Board of Directors Meeting, quarterly Full Council Meetings.
* Plans, in collaboration with the Board of Directors, agenda and speakers for the full council meetings.
* Support ACA event initiatives such as JA Inspire, ACA Cultural Pass Showcase, and other event opportunities as they present themselves.
* Represents Arts and Cultural Alliance with partner organizations, including the Convention and Visitors Bureau, Greater Louisville Inc, Louisville Metro, and the Fund for the Arts. Ensures excellent participation and communication between these organizations and the ACA
* Event planning for board meetings and other special events including organizing invitations, RSVPs and arranging for venue, catering and any other set up needs as required
 |
| **RESOURCE MANAGEMENT:** Manages resources such as time, expenses, supplies, labor etc. |
| * See below as it relates to the Cultural Pass
* Coordinates with the accounting department of umbrella organization for accounts payable and receivable, processing and collecting of dues, monthly reporting, etc.
* Seeks sponsorship and funders of the ACA, ensuring ACA has the support it needs operate annually and participate in important community initiatives. Coordinates recognition with

sponso rs and funders of the ACA. * Responsible for all communications on behalf of the ACA including maintain website(s) for Arts and Cultural Alliance, writing letters and updates to the membership, manages consistent communications via constant contact or other e-mail campaign software; develops and/or oversees development of marketing pieces for Arts and Cultural Alliance and its events/programs, writes copy and press releases as needed.
 |
|

|  |
| --- |
| **CULTURAL PASS:** |
| Cultural Pass is a program of Louisville Metro, in collaboration with the Louisville Free Public Library, the Fund for the Arts, and the ACA that offers free attendance to arts and cultural organizations to the youth of our region. * Provides project management and leadership for the Cultural Pass Program, seeking to grow and expand the number of places the cultural pass is offered
* Coordinates regular communication with the Library, Louisville Metro, ACA and the arts and cultural venues.
* Organizes monthly meetings of the Coordinating Committee of the Cultural Pass. Coordinating Committee consists of representatives from the Library, Louisville Metro, Fund for the Arts, and the ACA.
* Manage the budget and reimbursements to participating venues
* Coordinates recognition with sponsors and funders
* Responsible for Cultural Pass data analysis, project evaluation and report outs to Coordinating and Advisory Committees, funders and art and cultural organizations.
* Oversees the marketing and promotion of the Cultural Pass.
* Coordinates the Cultural Pass launch with the Mayor's office, Library and key partners.
 |

 |
| **QUALIFICATIONS:*** Demonstrated proactive approaches to problem-solving with strong decision-making capability.
* Flexible schedule with some evening and weekends required.
* Resourceful team-player with the ability to also be highly effective independently.
 |
| **EDUCATION, LICENSE and SKILLS:** 1. Bachelor’s Degree
2. Minimum four years’ experience in a related position
3. Project management experience or certification a bonus.
4. Ability to effectively communicate to all internal and external stakeholders is an essential job functions
5. Strong writing and communications skills necessary.
 |

***The Arts & Cultural Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment.***