

Marin Open Studios Executive Director Job Description

About Marin Open Studios

Marin Open Studios believes that communities flourish when local artists thrive. For nearly 25 years, we have increased the public's awareness of local artists within the communities where they live and work. By inviting the art-appreciating public into the artists' studios, we are increasing art appreciation and building future generations of artists and patrons.

Our signature event is our annual self-guided art discovery tour of artists' studios, which occurs during the first two weekends in May. We also produce a Gallery show and hold an annual Gala, which is free to the public and includes an art auction.

We donate a portion of the proceeds from our annual auction to Drawbridge, an agency that provides access to art for homeless children, and Cedars of Marin, which offers an arts program for developmentally disabled adults.

Executive Director Responsibilities

The Executive Director (ED) leads the organization under the general direction of the Board of Directors. The main duties of the ED include:

- Lead the achievement of the organization's mission, strategic initiatives, and annual goals.
 - This is done in conjunction with an active Board of Directors, which includes Executive, Development, Marketing, Finance, Special Projects and Program committees.
 - The ED presents regular reports to the board showing progress on key financial, program and operational goals.
- Direct the administrative and program functions of the organization. These include the annual Open Studios weekends, the Gala event, Silent Auction and several smaller artist exhibitions and programs.
 - The ED supervises several staff people and is responsible for hiring/termination, performance evaluation and development of staff.
 - The ED negotiates and supervises the work of any vendors and contractors needed to achieve the organization's objectives.
- With board approval, prepare and administer the organization's annual budget.
 - Working with the Treasurer and Finance Committee, create and monitor financial controls and generate regular reports.
 - Manage the organization's banking relationships.
- Responsible for the revenue-generation activities of the organization, including artist registration fees, event sponsorships, foundation grants, and personal donations.
 - Working with the board's Program Committee and Development Committee, the ED runs the annual giving campaign and identifies prospects for corporate sponsorships, foundation grants and individual giving.
 - The ED is often personally involved in donor cultivate efforts, proposals, and events.

- Develop mutually beneficial partnerships with other art agencies with the SF Bay Area. Advocate for artists in various forums and meetings of the cultural community in Marin.
- Build a loyal and effective cadre of volunteers.
 - Work with the Program Committee and staff in the recruitment and deployment of over 100 volunteers.
 - Maintain effective volunteer communications
- Serve as the public face of the organization and the key spokesperson.
 - The ED will identify and oversee the execution of effective publicity strategies, will grant media interviews, and will maintain an active social media profile.
 - (S)he develops direct relationships with participating artists and communicates with them frequently to encourage participation and optimize the artist experience.
 - The ED hosts periodic artist workshops to train them in promotional and business skills, and runs an annual feedback session.
 - Working with the Marketing Committee, (S)he is responsible for developing the annual communications plan and or overseeing the development of all promotional vehicles, including website, emails, printed materials, and publicity releases.
- Keep informed of trends, issues, events and developments within the visual arts field through professional peer contacts, conference, etc.

Work Schedule

This is a part-time role, which has a heavier time commitment from November – May, and a lighter commitment in the remainder of the year. The role requires a minimum of 1,000 hours a year, which can be flexibly allocated during the work week. Occasionally, evening and weekend hours are required. The position starts on June 1, and there will be several weeks of training with the current Executive Director.

Compensation

The annual salary is negotiable based on experience, within a range of \$30K to \$35K per year, equivalent to \$60K to \$70K full time. An annual bonus based on the performance of MOS may be paid. No medical or other benefits are provided with this position.

Requirements

The successful candidate will have 5-7 years of leadership experience, with 2-3 years in the non-profit arena. Preference will be given to candidates with art organization experience. The candidate is passionate about art and is knowledgeable about the cultural environment in Marin County.

- Strong track record of fundraising success and adept financial management
- Has led organizational growth through strategic initiatives
- Skilled at building community and managing communications
- Equally effective working with board members, staff and volunteers

How to apply

Submit your resume, cover letter and a list of three references to nancy.rehkopf@gmail.com