



WCA WAYNE CENTER FOR THE ARTS

ESTABLISHED 1973

Executive Director Job Description

The Wayne Center for the Arts seeks a full-time professional with an appreciation for the arts who can manage highly creative staff, contractors, and volunteers on a limited budget in a flexible environment. The ability to build and effectively manage external relationships and collaborations with community, governmental, school-based, nonprofit, private business, and other strategic partners is also essential.

The Executive Director will oversee:

- Educational planning and curriculum in areas of dance, ceramics, theatre, visual arts, and associated creative arts programming;
- Outreach and engagement efforts in arts education, arts access, and community event opportunities;
- Strategic planning and programming for a redesigned performance space, which will serve as a new creative arts presentation venue for the community;
- Grant funding and donor management/cultivation;
- Management of all teaching artists, arts contractors, administrative, and operational staff;
- Gallery curation in two large gallery spaces;
- Board management, support, and engagement;
- And all associated projects, events, and programs in a vibrant community arts center.

Additional responsibilities also include budgetary oversight, marketing/publicity, operations, facility oversight, and all other financial and business aspects of the organization.

Requirements

- Bachelor's degree in appropriate discipline is required, a master's degree or equivalent experience is highly desirable.
- Previous experience in development and management of donor relationships and grant funding (Ohio Arts Council, NEA, foundations, etc.).
- Experience in performing arts presentation (booking, performing, management, etc.).
- Familiarity with arts education curriculum in a community arts environment.
- Experience in effectively managing an organizational budget, human resources, personnel, and operational needs of a facility.
- Must be skilled in Microsoft Office (primarily Word and Excel) and be familiar with QuickBooks, website management, and social media marketing.

The Wayne Center for the Arts is an historic community-based arts education, presentation, and access institution located in the vibrant and growing micropolitan community of Wooster in the heart of beautiful Wayne County Ohio. The Center is entering its 46th year of existence, having arisen from a community effort for an arts and culture gathering place in 1973, and is housed in a renovated historic school house originally built in 1902.

Key programming for the organization includes a Pre-Professional Ballet Company, a long history of education in the visual ceramic arts, up to 10 annual exhibits in our two galleries, and multiple arts events, educational partnerships, and outreach programs that serve our mission to "enrich lives and strengthen communities through art".

In 2019, a renovation of an existing 1950s era small auditorium is planned (funded by a grant from the State of Ohio Cultural Facilities Commission) that will allow an opportunity for greater presentation of performing arts and a new source of earned income for the organization to be realized.

Preferably, the candidate will live in Wayne County and be an engaged leader in the community. Salary and benefits commensurate with skill level and experience. Submit resume and questions to: vikki.briggs@gmail.com.