

LIBERTY CENTER ASSOCIATION FOR THE ARTS

Job Description – Arts Education Director

The LCAA **Arts Education Director** will be under the specific direction of the President of the Board of Directors and their designees for specific functions, e.g. financial issues will be addressed by the Treasurer of the Board. This job requires evening weekend, and some late-night hours.

The responsibilities of the **AED** include, but are not limited to the following:

OPERATIONS MANAGEMENT (25% of time)

- Oversee the agendas and activities conducted within the **Concert, Special Event, Arts Education, & Theater, and Visual Arts committees** to assure a cohesive LCAA calendar and marketing efforts as any events are defined and introduced to the community. Evaluate and report findings related to such activities at board meetings (unless committee chair is present)
- Define and implement the new Arts Education programming plan while obtaining Board Approval for final plan.
- Work WITH the LCAA Business Director (BD) to make sure the shared Marketing, Social-Patron, & Resource Development committees are informed of any current and upcoming events and that they remain productive/focused on LCAA's short and long-term goals.

DEVELOPMENT AND FUNDRAISING (35% of time)

- Define Arts Education, Concert, Special Event, Theater, and Visual Art plans to entail both short and long-term goals regarding programming, policies and budgets.
- Provide leadership for and actively participate in fundraising/development activities that entail any **Arts Education, Concert, Special Events, Theater, and/or Visual Arts** opportunities.
- Work with the Theater Committee when ordering scripts, negotiating contracts for rights and royalties for theatrical events and ensure that rental materials are returned.
- Support BD during any active membership/business drives or capital campaigns.
- Research Grant Opportunities having to do with **Arts Education, Concerts, Special Events, Theater, and Visual Arts**.
 - o Prepare and/or work with retained grant writers to ensure data accuracy
 - o Complete all grant reporting, as required, in a timely manner
 - o Develop and maintain ongoing follow-up to ensure execution of approved grants

COMMUNITY/CONSTITUENT RELATIONS (20% of time)

- Serve as a spokesperson and arrange for public presentations on behalf of the Association.
- Work with other art organizations to provide comradery and synergistic activities for the betterment of the Arts.

BOARD RELATIONS (10% of time)

- Coordinate long-range and annual planning in collaborations with the Business Director.
- Make sure all committee heads provide a monthly report for Board meetings / report monthly LCAA activity and plans.
- Serve as an adjunct, non-voting member of the Arts Education, Concert, Special Event, Theater and Visual Art committees.

PERSONNEL MANAGEMENT (10% of time)

- Work with volunteer coordinators to recruit and supervise volunteers relating to the Arts Education, Special Events, Visual Arts, Social Events, & Resource Development committees:
- Prepare a Personal Development Plan while working with the board and appropriate team.