

# HARRIS ARTS CENTER JOB DESCRIPTION

<b>Position Title:</b>	Executive Director	<b>Location:</b>	Calhoun, Georgia
<b>Reports to Title:</b>	HAC Board of Directors	<b>Prepared by:</b>	Search Committee
		<b>Modified Date:</b>	5/7/2021

## Primary Objective:

Ensure the Harris Arts Center operates efficiently and in a self-sustaining manner.

## Major Function and Scope:

- Responsible for overall fiscal and artistic integrity of the organization.
  - Registered fiscal agent for organization
  - Responsible for implementation of all policies, goals, programs and functions as directed by Board of Directors
  - Responsible for maintaining “Mission” driven programming
  - Responsible for development and implementation of annual budget together with Board Treasurer
  - Assist with selection and price negotiation of vendors
- Effectively manage the staff of the Harris Arts Center
- Maintain Master Calendar for the organization.
- Develop and maintain funding base including grant writing and management, coordinate fund raising events, solicit general operating funds, secure ongoing endowment funding.
- Oversee all arts council programs and events.
- Develop and coordinate new program initiatives
- Serve as a community liaison.
- Create reports for Board meetings.

## Type of Experience and Knowledge:

### Knowledge, Experience, Competencies and Supervision:

- Prior management experience is a plus.
- Artistic background or an appreciation of the arts is a plus.
- Basic computer skills including Microsoft Word and Excel.
- Excellent Communication skills and interpersonal skills
- Attention to details.
- Must be able to motivate and work well with others.
- Previous experience with non-profit organizations is a plus. In addition, an understanding of grants is a plus.

## Competencies:

- Must be able to effectively manage others.
- Ability to speak in public settings and before groups.

## Associates Supervised:

- Program Director
- Facilities Coordinator

## Other Pertinent Job Information:

**Disclaimer:** *The above information on this description has been designed to indicate the general nature and level of the work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*

Work in a normal office environment. Will deal directly with the public on a regular basis.