



Posted June 2, 2019

### **Executive Director (Part-Time)**

The Center for Arts at the Armory is seeking a part-time Executive Director. Arts at the Armory is a community arts and cultural center in Somerville MA that has been operating since 2009 in a historic Armory building. Our Mission is to celebrate the rich artistic and multicultural community of Somerville. We host a broad range of performing arts activities (music, theater, dance, film, spoken word, poetry, etc.) as well as visual art exhibits and a variety of cultural and community events. We also offer educational arts and cultural programs for all ages, with a particular emphasis on programs for local youth. We host 750+ events per year.

### **Duties and Responsibilities:**

- Provide overall leadership for the organization, including ultimate oversight of all aspects related to staffing, events, and facility
- Spearhead strategic planning and fundraising efforts
- Oversee HR functions: recruit, hire, supervise, develop staff; set policies for a healthy and compliant work environment
- Work closely with, and help further develop, the Advisory Committee / Board
- Set Arts at the Armory policies and pricing
- Ensure effective program oversight and management
- Liaise between Arts at the Armory and the building owners and other tenants
- Oversee development of dynamic marketing and communications strategies
- Supervise financial recordkeeping and reporting
- Maintain all licensing, permitting, and insurance
- Ensure a safe, welcoming, compliant work environment.
- Perform any other required duties to ensure smooth operation of the arts center.

The Center for Arts at the Armory - 191 Highland Avenue, Suite 1-C - Somerville, MA 02143  
[www.artsatthearmory.org](http://www.artsatthearmory.org) - 617.718.2191

**Required Education, Experience, Skills:**

- Bachelor's degree required. Management degree a plus.
- 5+ years' experience in non-profit environment, with preference for community arts/arts administration/event management experience
- Proven fundraising track record
- Experience in financial management, governance and staff oversight
- Ability to work well with a wide variety of stakeholders, including artists and performers, staff, City officials and departments, and the general public.

**Salary:**

This is a part-time salaried position, averaging 20 hours per week. Salary range is anticipated to be \$30,000-\$33,000, depending on experience.

**To Apply:**

Email a resume and cover letter to [directorsearch@artsatthearmory.org](mailto:directorsearch@artsatthearmory.org). Applications will be considered on a rolling basis until the position is filled. Arts at the Armory is an Equal Opportunity employer.