



Shemer Art Center & Museum Association, Inc.
(SACAMA)

Position Announcement

Executive Director

Full Time with benefits

Shemer Art Center & Museum Association (SACAMA) seeks a full-time, enthusiastic and team oriented individual for the position of Executive Director to work with the SACAMA Board of Directors on all aspects of managing the operations of this multi dimensional institution. The ideal candidate will work with the Board of Directors in implementing new exhibit programs' design and building a committed audience, membership expansion, fund raising and resource development for future growth and operation, expanding our role as a center for creative learning through innovative art class offerings, lectures and workshops for ages youth through adult, continuing community outreach with programs such as Sunday at Shemer, as well as overseeing all activities and functions in support and promotion of the artists and arts of Arizona.

Working with the Board and Committees, the executive director will:

- * Assist in all creative aspects of Shemer operations, assuring the visibility of Shemer by introducing exciting programs and building a committed audience. This would include but is not limited to exhibitions, art classes for adults and youth, workshops, lectures, demonstrations, Artist Cafes, Sunday at Shemer, and all outreach programs.
- * Assist in the execution of the short and long term strategic plan ensuring Shemer as a valuable asset to the community.
- * Develop & obtain grants from individuals, foundations, corporations and government agencies.
- * Design, implementation, and management of fundraising activities including facility rentals, special projects, and managing activities for donor cultivation.
- * Coordinating personnel needs through management of staff, volunteers and interns.
- * Assist in planning, design, and implementation of all aspects of the marketing program for all activities.
- * Plan and work within monthly and annual budgets.
- * Coordinate and monitor needs for all operations including but not limited to administration, advertising and marketing, art classes, outreach programs, exhibitions, and special events.
- * Acts as Liaison with City of Phoenix on maintenance of building and grounds.

Reports to: The SACAMA Board of Directors or their designee.

Position Qualifications:

BA strongly preferred/Master's Degree a plus - Art, Art History, Art Education or comparable field. Candidate must have 3 - 5 years experience working with non-profit, corporate, government, or foundation institution (or other comparable business activity) in a managerial position. Computer literate on PC, MAC and WEB protocol: Microsoft Word/Excel, and Adobe programs. Ability to maintain positive interpersonal relationships in a broad range of situations and work in a team environment. Must demonstrate leadership, managerial ability, administrative skills and a commitment to work within strict budget parameters; must possess effective and successful fund raising and grant writing skills. The executive director must be self motivated and creative, and an excellent communicator. S/he will be a representative of the Shemer Art Center and Museum and an articulate spokesperson for our organization.

In addition, the new executive director should be a good listener and accessible to staff, the Board, volunteers and community members.

S/he must have ability to work with other community, cultural, and educational institutions and possess a passion to expand the art education, artist support and outreach role of Shemer within the community.

Must be available to work scheduled evenings and weekends.

Work within the community to expand interest and support of Shemer to visitors to the City of Phoenix and State of Arizona. Shemer is a City of Phoenix Point of Pride and should be included in all City and State visitor information and programs.

Maximize resources by engaging in collaborative programming and joint ventures with other organizations, locally and state wide, that share a commitment to the arts.

The executive director should be a bold thinker open to new ideas.

S/he must possess a reputation for the highest level of integrity and credibility.

Salary: \$30,000 - \$35,000 plus benefits package

To apply for this position:

Send complete resume, letter of interest and the names of three professional references to: Lynne Dearing, President, Shemer Art Center & Museum Association, Inc., 5005 E. Camelback Road, Phoenix, Arizona 85018 or Ldearing2@cox.net Email is preferred method of contact.

Deadline to apply: Applications will be accepted until the position is filled.