

CALL FOR APPLICATIONS – St. Tammany Art Association, Covington, LA

The St. Tammany Art Association is soliciting applications for **EXECUTIVE DIRECTOR**. The position is full time (40 hours), located at the Art House at 320 N. Columbia St. in downtown Covington, and requires availability Tuesday to Saturday. Some evening and weekend work is involved.

Applicants should view the following requirements as a minimum:

- Experience managing an educational, business, or non-profit organization;
- Strong project management skills, including the ability to organize, delegate and monitor activities;
- Extensive experience in, and energetic enthusiasm for, fundraising, public relations, and client/member/donor services;
- Superior oral and written communication skills;
- Excellent knowledge of PC's, Windows OS, Microsoft Office Suite, Adobe Creative Suite, various social media apps and the willingness to learn new technologies;
- Bachelor or Master degree preferred, or equivalent experience, in business management, arts administration, or related field.

The role of Executive Director involves, but is not limited to, the following:

1. Plan and manage the business operations of the Art Association while maintaining open and effective communication with the association's Board of Directors, Board Executive Committee, Artists' Advisory Board. This includes management of the Marketing and Communications Manager, Education and Events Coordinator, Accounting personnel and contract staff.
2. Craft and manage an annual budget in cooperation with the Board's Treasurer, including monthly financial reports to the board, timely filing and reporting of required documents and daily oversight of association expenditures.
3. Present STAA sponsorship and programming opportunities, as part of an ongoing growth strategy, to members of the community, advertisers, merchants and local governments.
4. Design, implement and manage strategies to increase/maintain association's membership, including events and recognition.
5. Participate in and coordinate fundraising events planned by the Board Fundraising Committee and volunteer chairpersons. Take the lead with the Board of Directors in soliciting corporate sponsorships, donors and other funding opportunities.

6. Represent and raise STAA's profile at community and corporate events, including the Covington Business Association, Three Rivers Festival, Kiwanis Club and others, to increase exposure and initiate/maintain fundraising contacts.
7. Host exhibit openings and related programs along with Board members, professional staff and event volunteers.
8. Manage working hours of professional staff and volunteers to ensure scheduled hours of operation and gallery openings are effectively staffed.
9. Manage and coordinate with Education and Events Coordinator the association's educational programming, including public marketing and class schedules, supply acquisition, payment of instructors, and other expenditures.
10. Manage and schedule contract employees and volunteers to insure the efficient running of the Art Markets, Spring for Art, Fall for Art and other events. Director must work closely with City of Covington officials to coordinate the Art Market, including solicitation of new artists and music entertainment, as well as volunteers for beverage sales, booth placement and timely payment of all expenses.
11. Manage and oversee scheduling, review and timely dissemination of all marketing/communications materials to ensure consistent branding and up-to-date information. This includes working closely with the Marketing and Communications Manager to create a monthly email, update the website, social media interaction and crafting marketing materials in-house using Adobe Creative Suite and other materials as needed.
12. Manage preparation and timely submission of grant applications and requests for grant funding. Seek additional avenues for grant funding. Prepare follow-up grant reports and maintains documentation. Hires contract assistance as needed.
13. Manage the Art House building and upstairs rental units with staff and the Board Building Committee. This includes event rental agreements, building maintenance schedule, and equipment upgrades and repairs, as needed. Also, maintains security documentation of all keys and security codes.

If you meet the above requirements and are a self-motivated individual with a proven record of excellence, apply today! Send a resume, cover letter, at least two writing samples, along with three professional references to STAA Board Vice President Sarah Bonnette at sgbonnette@gmail.com. The application deadline is September 5.