

## **Executive Director**

### Job Description

**Status:** Full Time - Salary

**Location:** Los Angeles, CA (In-Person)

**Compensation:** \$75,000 - \$85,000 with opportunities to grow; plus healthcare

**Reports to:** Board of Directors

### **Art Share Los Angeles**

Established in 1998, Art Share L.A. is a 501(c)3 that owns and operates a 30,000 square foot mixed-use building - a former textile warehouse built in 1923 - in the heart of the LA's Arts District. Art Share LA was born with a mission to shape lives through art, education, and community action. Originally through youth art education, and today as a resource for underrepresented artists.

Art Share L.A. creates equitable access and opportunity for emerging artists by providing a creative environment for them to live, work, develop, perform, and exhibit. We believe artists, as individuals, must be valued and supported as a vital part of a culturally rich, vibrant community.

**SPACE RENTALS + HOUSING:** Providing 30 affordable housing lofts and 6 resident artist studios with 24/7 access relieves working artists of their fear of displacement as they develop their craft into a marketable enterprise.

**CREATIVE ECONOMY:** Connecting artists to paid opportunities, from selling their visual artwork, curating offsite exhibitions, to supporting public art commissions.

**ART SHARING:** Providing this 30,000 sq. ft building as a platform for artists to share their work, perform, offer art and community-building workshops, and host community and neighborhood gatherings in our blackbox theater, two galleries, and three multi-purpose classrooms

### **Responsibilities**

The Executive Director is responsible for managing and skillfully executing the strategies and vision of Art Share Los Angeles as outlined in its Constitution, Bylaws, resolutions and plans as directed by the President and the Executive Board. The Executive Director reports directly to the Board President and is the day-to-day manager of Art Share LA. This role is responsible for overseeing office and programming staff to ensure all facets of the organization are being managed while working as a key advisor to the Officers and Executive Board members. This role has 4-6 staff reporting to them and determines that staff make-up, job descriptions, and size of staff depending on organizational need and financial capacity. The Director must lead with confidence and passion for the arts while ensuring staff have resources they need to execute their roles.

The Executive Director will need to be a leader in the community and cultivate the tradition of inclusionary services that are accessible and barrier-less to all creators. This person will have a deep love for artists, creators,

and the process of creation and will inspire the public to support and uplift artists on their journey to become successful artists.

This is a regular, full time, year-round 12-month position. This position is on-site and requires some evening and weekend availability for events and meetings.

### **Development/Fundraising/Community Relation Building**

- Coordinate and manage all fundraising activities: identify, cultivate, and participate in donor solicitation, help manage all cultivation activities and outreach events including annual benefit events.
- Develop, oversee, and manage relationships with major donors, corporate donors, and family foundations
- Determine annual grant needs; Oversee grant calendar; Manage and/or write and submit grants
- Create relationship with community and political leaders to create opportunities while being a strong advocacy voice for artists and creators

### **Programming**

- Act as the Director of Programming, working in close collaboration with the Performing Arts and Visual Arts Departments as well as the Board of Directors to develop programs that achieve Art Share's organizational, programmatic, and strategic goals.
- Ensure that Art Share has the necessary staff and resources in place to execute programming.
- Maintain open communications with artists in our various communities and make informed decisions to guide and adjust programming to address needs.

### **Board Oversight**

- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Work with the Board Committee Chairs to develop goals and ensure they have administrative and staff support to execute these ideas.

### **Financial Oversight**

- Work with the Finance Committee of the Board to build annual budgets, review and present to the board monthly financial reports. Adjust programming and expenses as needed to adhere to the financial position of the organization.
- Work with the accounting firm to ensure funds are being spent dutifully and for the best purposes of the organization.

### **Building/Loft Management**

- Manage and oversee the property management company that supports the 30 loft residents who live onsite at Art Share.
- Strategize and work with the property management company to ensure that the fire, life, safety elements of living onsite are dutifully adhered to and that fair and equitable practices are maintained at all times

### **Required Qualifications**

- Bachelor's Degree or equivalent in a related field
- Demonstrated successful experience of five years or more in nonprofit management or the equivalent, including fund development, marketing & communications, financial management, personnel supervision, and community relations
- Demonstrated experience with all forms of fund development, including significant grant writing and proposal development, major gifts, member engagement, and events
- Commitment to diversity, accessibility and equity for all creators and art lovers
- Experience managing multiple staff while leading from a place of empowerment for all staff
- Ability to balance day-to-day demands with big-picture vision and strategy
- Demonstrated commitment to building community at the grassroots level
- Demonstrated ability to think independently, strategically, and creatively and then implement plans in a timely manner
- Excellent interpersonal, written, and oral communication skills
- Proficiency in a variety of software programs, website management, and social media platforms, and/or the willingness and ability to quickly learn and master them (Donor Database CRM, Google Suite, Instagram & Facebook)

### **Desired Qualifications**

- A passion for the Arts District, Downtown Los Angeles , and the LA art scene
- Knowledge of and prior experience with an arts-centered organization and/or an organization focused on social justice issues is desirable
- A self-motivated, efficient, and resourceful work ethic
- Ability to handle multiple projects
- Strong attention to detail

### **Diversity, Equity & Inclusion Statement**

The mission of Art Share LA is to create equitable access to and inclusive opportunities for every artist in the Los Angeles community. We work to eliminate the complex systems of privilege and power embedded in the art world which limit many Black, Indigenous, People of Color, Latinx, Asian Pacific Islander, disabled, LGBTQ+, low-income, and other marginalized communities from finding success in the creative economy.

Art Share is an equal opportunity and affirmative action employer. Applicants of any age, race, nationality, gender, religion, and physical ability are encouraged to apply.

All interested, please email resume and cover letter to [info@artsharela.org](mailto:info@artsharela.org)