

## Position: Executive Director

### ROCK SCHOOL ARTS FOUNDATION

#### OVERVIEW

The Executive Director is an independent contractor hired by the Board of Directors of the Rock School Arts Foundation (RSAF) to support programs determined by the RSAF Board of Directors in fulfillment of the Foundation's purpose to promote and encourage interest in the visual and performing arts in Valdese and the surrounding area.

#### SCOPE OF WORK

The Executive Director shall provide services on an independent basis, which is estimated to require approximately 600 hours per year, under a contract that the RSAF Board of Directors will review annually with respect to responsibilities, estimated time requirements and compensation. The nature of the work requires the Executive Director to be available at the facility during normal business hours, as well as on some evening hours and weekends.

#### AREAS OF RESPONSIBILITY

**Administration:** The Executive Director shall fulfill administrative responsibilities on a continuous basis such as, but not limited to, processing incoming mail and depositing incoming checks, processing invoices in accordance with established financial policy, providing the RSAF Officers with appropriate information and support needed for development of an annual budget, monthly reports, and agendas; administering contractual arrangements with instructors, artists and other vendors; and in general, shall monitor and assure that all activities support and protect the Foundation's non-profit tax status.

**Gallery Exhibitions:** The Executive Director shall arrange for the annual and special exhibitions that are a major activity of the Foundation including, but not limited to scheduling the events, announcing and promoting the exhibitions, recruiting artists and arranging all logistics related to staging and maintaining the exhibitions.

**Community Outreach:** The Executive Director shall promote the arts by maintaining and utilizing email and postal contact lists, by contact with regional art instructors at all education levels, by collaboration with appropriate Valdese Committees and Staff, and through regular contact with local media.

**Fundraising:** The Executive Director shall draft and execute an annual fundraising plan for approval by the RSAF Board of Directors; such execution to include but not be limited to contacting and recruiting sponsors, and writing 'thank you' notes and IRS-qualified letters of donation acknowledgment.

**Qualification and Standards of Conduct:** The Executive Director shall have proven experience in the administration and promotion of the arts, must be proficient with computer applications of email and Microsoft Office applications, must be bondable, and shall exercise responsibilities in a professional manner in all contacts with the RSAF Board of Directors, artists, Town officials and the general public.

Please submit cover letter and detailed resumé describing related experience to [RSAF-search@charter.net](mailto:RSAF-search@charter.net).