

Managing Director for Community Art Center

The Grosse Pointe Art Center is in the process of seeking a new Director. Their much loved Director, Susan Macdonald, has resigned as of the end of September when she will be moving out of the state.

We invite all interested persons to submit a cover letter with a statement of vision and a separate resume (directorsearch@grossepointeartcenter.org). The ideal candidate will have experience in management, business, marketing, and grant writing. We seek an individual with high energy who is well-organized, is a self-starter and who is actively engaged in the area art community.

Responsibilities include:

Office tasks

Oversight of bookkeeper, accountant, year end taxes, and non-profit filings and fees

Volunteer Coordination

Interaction with local artists and general public

Attendance and report at Board and Committee meetings

Hosting openings and events

Coordination of Exhibits

Marketing and public relations

Gallery sales

Maintaining relationships with donors

Preferred Experience:

Strong interest and knowledge of local art community

Familiarity of non-profit organizations

Grant writing skills

Fund raising

Computer literacy

Quicken (a plus)

The Director is the front person at the art center, outgoing and comfortable with both the public and the artists who are our backbone. This job varies every day. We are looking for a self-directed and focused person who handles a variety of tasks and consistently prioritizes everyday issues.

Physical presence at the gallery during open hours, 30 hours per week, several evenings per month, no benefits, 2 weeks paid vacation annually, Bachelor's degree required. Annual salary is \$28,600.