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## **ArtSpace in Maynard, MA Seeks Executive Director**

### **Overview:**

The Board of Directors of ArtSpace, Inc. (ArtSpace) is seeking an Executive Director. ArtSpace is a nonprofit community arts center founded in 1987 and located in the Assabet Village Cultural District in downtown Maynard, MA. Our mission as a non-profit community arts center is to provide affordable studio space to local artists, exhibit contemporary art from New England artists and maintain an active community outreach program. In January 2001, ArtSpace leased the 55,000 square foot former Fowler Middle School building from the Maynard School Department and transformed it into one of the largest and most vital art centers in New England. Today ArtSpace provides studio space to more than 80 artists and an art gallery presenting regular exhibits of contemporary art every year. The Board invites all interested candidates with a commitment to our mission and demonstrated relevant experience to apply for the open Executive Director position.

### **Responsibilities and Commitments:**

- Reporting to the Board of Directors, manage administration including artist studio leases, day to day operations, marketing, development, programs and building maintenance
- Lead and manage growth strategies ensuring the sustainability of the organization
- Foster and grow collaborative partnerships with all community stakeholders including ArtSpace artists, Town of Maynard, town residents and local organizations
- Market ArtSpace, events and partnerships via ArtSpace's website, social media and other medium
- Represent ArtSpace at community meetings and other public fora
- Organize gallery exhibits, receptions, open studios and other events
- Develop and manage annual budget
- Identify and successfully pursue fundraising opportunities
- Develop community outreach programs involving ArtSpace artists and Maynard residents
- Select, engage and manage contractors and vendors
- Ensure building and operations comply with applicable town, state and federal laws
  
- Identify operational risks, and implement mitigation measures
- Schedule Board meetings and prepare regular reports for the Board of Directors

### **Qualifications and Skills:**

- Bachelor's Degree
- Prior comparable non-profit management experience required
- Experience at a community arts center, museum or other related field preferred, but not required
- Demonstrated leadership skills required to work with diverse stakeholders
- Creative and collaborative approach to problem solving
- Strong written and verbal communication skills
- Proficient with Microsoft Office and social media
- Demonstrated ability to work independently and meet deadlines
- Ability to move about multi-storied building in order to access artist studios and building mechanical rooms and to occasionally lift at least 25 pounds to a height of 3-4 feet.
- Complete a successful CORI background check

### **Salary and Benefits:**

- \$55,000 per annum
- Medical and dental insurance
- 20 days paid vacation
- 10 days personal/sick time

### **Schedule:**

- Full-time position, with some weekend and evening hours for events and meetings

### **Diversity Statement:**

ArtSpace is an inclusive community. Diversity is our strength and we value the unique perspective and contributions that people of all backgrounds and life experiences. ArtSpace is an equal opportunity employer and prohibits discrimination and harassment of any kind. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

### **To Apply:**

Interested candidates should send a cover letter, resume with three (3) references as a single PDF document directed to: [searchcommittee2019@artspacemaynard.com](mailto:searchcommittee2019@artspacemaynard.com). Please no phone calls. Applications will be reviewed on a rolling basis.

### **Application Deadline: April 2, 2019**