**Ames Community Arts Council**

**Director / Cultural Coordinator Job Description**

The Director/Cultural Coordinator of the Ames Community Arts Council is responsible for planning, organizing and directing the activities of the Council. The rich and diverse Ames arts community is growing rapidly, and in order to meet the needs and challenges, the Ames Community Arts Council is committed to ensuring that the cultural arts are actively positioned and professionally represented with dedication and expertise.

The Director’s primary responsibilities are to coordinate communication and arts event promotion; develop and manage community arts programs; secure grants and other funding; prepare and monitor budgets; increase membership; and act as an advocate for the arts in the community. The Director serves at the pleasure of the Board of Directors (Board).

**Tasks:**

Membership Maintenance, Recruitment, and Communication

* Maintain member database, website, and member application(s)
* Prepare letters, applications, renewal materials, and invoices as required
* Send membership information to potential members; recruit new members
* Maintain communication with members (reminders to submit events, information about opportunities, respond to questions, etc.)

Event Promotion for Members

* Maintain and update website calendar with current member events
* Write, edit, and publish weekly e-newsletter with assistance of interns
* Maintain communication and provide member events information to local media
* Utilize social media to promote member events, raise organization awareness
	+ Use and update social media plan
	+ Attend member events where possible and post on social media
	+ Monitor and contribute to private member Facebook group
	+ Post “special features” of members on Facebook
	+ Post to Instagram

Event Planning & Implementation

* Assist the Board in the planning and implementation of Arts Council events, such as the Arts Awards Celebration and monthly Gathering or Artists. Such tasks may include:
	+ Secure a venue and entertainment, as needed
	+ Design and distribution of marketing/promotional materials
	+ Send press releases, add event to online calendars
	+ Create a Facebook event and/or Facebook ad; make posts to Facebook

Funding

* Attend Commission on the Arts (COTA) workshops and hearings
* Research, write, and submit grant applications with Board assistance and approval
* Maintain records (expenses, revenue, examples of publicity, newspaper articles)
* Complete and submit grant reports in a timely manner

Office / Board

* Prepare for and attend monthly Board meetings
	+ Reserve room for meeting, send reminders to Board
	+ Take minutes and post to website
	+ Report to the Board (coordinator’s report) each meeting
* Maintain financial records
	+ Update through QuickBooks; maintain copies of receipts and invoices, etc.
	+ Pay bills, including payroll; make deposits and monitor post office box
	+ Reconcile bank account monthly and meet with Arts Council Treasurer to create reports for Board meetings
	+ Complete and submit quarterly reports to IRS, Iowa Workforce Development, and Iowa Department of Revenue
	+ Complete annual report for IRS and biennial report for the State of IA
* Recruit and supervise interns and volunteers (if needed)
* Maintain office supplies and equipment in home office

Community Liaison

* Work with the community for the benefit of members (as time allows); for example, may serve on the MSCD ArtWalk or MusicWalk Committee; may help with MSCD Snow Magic or CAA’s Summer Fest
* Serve as a resource person to the community and to members

Other Duties as Assigned

**Requirements**

* Strong organizational and decision-making skills
* Interest in the arts and in working with people
* Computer skills: word processing, database management, basic accounting with Quickbooks
* Ability to meet with Board of Directors at the scheduled time

**Position details**

* 20 hours per week, 51 weeks/year
* 1.5 hours of paid vacation accrued per month
* Individual membership with member benefits
* Must maintain a home office (until other office space is acquired)

**Please send a resume, 3 references and letter of application to Sara Merritt at** **smerritt@iastate.edu** **by December 20, 2015.**