



Executive Director Position

The Franklin County Arts Council with a history of promoting the Arts in Franklin County is seeking its next leader. The Director supervises and leads all aspects of the Arts Council's multi-faceted operations and participates directly in governance and establishment of strategic direction for the organization. This is a part-time position.

Job Description

Background: Founded in 1979, the Franklin County Arts Council is a non-profit community organization passionate about Arts and Arts education in our diverse community. The mission of Franklin County Arts Council is to promote and encourage the development and advancement of the arts; to cultivate an appreciation of the arts; and to promote funding and coordination of arts activities county-wide.

Responsibilities: The Director manages operations and activities for the Franklin County Arts Council including strategic planning, marketing, events promotion, and supervision of volunteers. The Director provides the leadership for ethical and effective operations and assures activities of the Franklin County Arts Council follow established policies and function within the Arts Council bylaws.

Areas of responsibility include:

- Meet with and update Board of Directors regarding council's current and future needs, upcoming events, and opportunities. Keep a log of projects and attend board meetings to report on projects.
- Implement Board direction when given
- Meet with Diversity Team, Writers' Guild, and other groups to keep abreast of their initiatives providing support as appropriate and submit funding needs to the board for approval.
- Grants - Search for funding opportunities, write, and administer grants for the organization. Administer NC Grassroots Subgrants Program.
- Work with the Treasurer to prepare a yearly budget
- Coordinate projects and programs. Attend events when a Board member cannot attend.
- Manage day to day activities – Emails, phone inquiries, and correspondence.
- Recruit volunteers and new members
- Marketing and PR – submit press releases with photographs to local newspapers highlighting events and projects. Provide content for posting to social media and Franklin County Arts Council website.
- Gallery - manage the **Gallery on The Hill** including financial tracking. Maintain artist artworks inventory and displays in the Gallery.
- Meet with members, volunteers, and potential volunteers cultivating relationships to support the Arts Council and identify support/funding opportunities.
- Organize AGM (annual general meeting – November).

Starting Date: October 1, 2021

Apply: Applicants should send resumes to fcac.arts@fcacarts.org.