

Franklin County Arts Council Executive Director Job Description:

As Franklin County Arts Council Executive Director, the employee is under the policy direction of the Franklin County Arts Council Board of Directors. The Director manages operations and activities for Franklin County Arts Council including strategic planning, budgeting, marketing, events promotion, and supervision of volunteers. All programs of the Franklin County Arts Council are designed to position Franklin County Arts Council programs to the community, increase membership and volunteers, and maximizing community participation. This position requires a commitment to working with the Board of Directors to establish and achieve short and long-term goals. The Executive 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 bylaws of the Franklin County Arts Council.

Duties and Responsibilities:

- Meet with and update the Board of Directors regarding the council's current and future needs, upcoming events, and opportunities. Implement Board direction when given
- Meet with the Arts Development Team to be liaison between Team and Board for program submission
- Meet with Diversity Team and support projects, submit projects to Board for approval
- Coordinate all aspects of projects, programs
- Attend projects, programs when a volunteer or Board member cannot attend/assist in an event.
- Emails
- Log working hours
- Send Birthday wishes to members
- Monitor and maintain mobile phone
- Volunteer and membership recruiting - Meet with members, volunteers, potential volunteers to cultivate relationships through events, gallery, and workshops.
- Meet with Civic members from the community to find additional support/monies
- Meet visitors local and state-wide to engage, welcome, and make them feel comfortable
- Keep marketing and resource lists updated

- Gallery
 - Coordinate Gallery Volunteer Schedule, add to monthly calendar
 - Label artwork
 - Collect and mount artist bios to display in gallery
- Manage gallery including income documentation, expense vouchers, artist vouchers
- Take photos, edit, and utilize photos of Franklin County Arts Council events. Organize and save photos to computer hard drive and sharing on flash drive Social Media Specialist to utilize for Social Media use
- Pick up mail from US Post office