



OREGON COAST COUNCIL FOR THE ARTS

Job Description

Job Title: Director, Visual Arts Center
Reports To: Executive Director
FLSA Status: Exempt – Full-Time
Update: March, 2022

POSITION SUMMARY

The Director of the Newport Visual Arts Center embraces Oregon Coast Council for the Arts' (OCCA) mission to “celebrate, develop, and promote community arts.” The director envisions new possibilities and has the skill & experience to implement them. Responsibilities include fundraising initiatives and strategies, managing staff and volunteers, overseeing daily operations, curating 20+ exhibits annually, and supervising community programming. The Director is an excellent communicator and a collaborative, inclusive relationship-builder who expands the impact and reputation of the VAC in the greater region.

ESSENTIAL RESPONSIBILITIES

The following list is illustrative and is not intended to describe every function that may be performed by this position:

- ✦ Plan and direct the operation of the VAC including exhibits, facility maintenance, rental business, and community programs.
- ✦ Oversee the VAC budget including planning, preparing, and monitoring; recommend opportunities to grow and develop sustainable revenue streams
- ✦ Work closely with the Executive Director on strategic planning and program development/impact
- ✦ Identify new or expanded opportunities for programming to support exhibits including lectures, workshops, and tours.
- ✦ Utilize traditional, print, social and other forms of new media to attract visitors to the VAC and foster donor growth and engagement.
- ✦ Lead internal and external communication concerning all aspects of the VAC, work closely with affiliate groups, encourage and work with potential donors and sponsors, and give presentations to various external stakeholders
- ✦ Develop and train staff and volunteers in areas such as administrative tasks, collaboration, calendar management, customer service, and problem solving. Empower internal staff and volunteers to think, act and plan in a collaborative manner.
- ✦ Work to ensure that the VAC employs current and innovative methods needed to reach multiple demographic groups and communicate across multiple channels.

DUTIES

- ✦ Write and administer grants from a variety of sources
- ✦ Provide stewardship and accountability for all grant funding received for the VAC or VAC programs
- ✦ Foster and maintain quality relationships with local artists as well as artists throughout Oregon.
- ✦ Work nights and weekends as needed for VAC events and general operations
- ✦ Arrange loans or gifts of artwork and schedule with artists and others
- ✦ Prepare reports for the Board and Executive Director as needed
- ✦ Ensure compliance with laws, procedures, and internal control systems

- ✦ Attend staff and other meetings as requested
- ✦ Conduct regular staff evaluations
- ✦ Other duties as assigned

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:*

EDUCATION and/or EXPERIENCE

- ✦ 5+ years progressive management experience in a gallery, arts center or similar setting
- ✦ Bachelors or Masters Degree in the arts, art history or arts management or equivalent level of professional experience at a community center or arts organization

PREFERRED QUALIFICATIONS

- ✦ Professional grounding in the visual arts
- ✦ Experience with budgeting and fundraising
- ✦ Excellent organizational & communication skills
- ✦ Proficient in Microsoft Office Suite and other office software including scheduling/calendar software
- ✦ Experience in marketing and event management
- ✦ Knowledge and experience with justice, diversity, equity and inclusion principles and programming
- ✦ Familiarity and experience with credit card processing such as Square and/or Stripe.
- ✦ Enjoys the arts

OTHER SKILLS AND ABILITIES

- ✦ Ability to be productive and calm under pressure
- ✦ Ability to juggle multiple projects with competing deadlines effectively
- ✦ Integrity, commitment, and enthusiasm
- ✦ Attention to detail
- ✦ Team player
- ✦ Clear communicator with a variety of stakeholders
- ✦ Ability to work evenings, weekends and holidays as required
- ✦ Dependable, punctual and a self-starter

LANGUAGE SKILLS

Ability to read, analyze and interpret technical procedures, business contracts and government regulations. Ability to respond effectively to sensitive inquiries and complaints. Ability to write reports, business correspondence and procedural documents. Ability to effectively present information and respond to questions from staff, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, commissions, count cash, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with abstract and concrete variables.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. Able to lift, move and hang artwork up to 20 pounds for appropriate display. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to

stoop, kneel, crouch, climb a ladder or crawl. Specific vision abilities required by this job include close vision, distance vision and color vision. Ability to perform repetitive tasks such as stuffing envelopes and typing.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally may be exposed to outside weather conditions, which occasionally may include extreme cold or extreme wind and rain. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

This job description does not represent, nor is it intended to be a complete and exhaustive detailed list of all job duties and requirements. Other duties and responsibilities may be assigned and/or changed at the discretion of management, with or without advance notice.