



Carnegie Art Center

Telephone: 507-625-2730 **Email:** carnegiemankato@gmail.com **Address:** 120 South Broad Street, Mankato, MN 56001

Executive Director Position

Mankato Area Arts Council, acting as the Carnegie Art Center

Background: The Carnegie Art Center (CAC) was built in 1901 by Andrew Carnegie and served as the public library until 1977. At that time the Mankato Area Arts Council purchased the building from the city of Mankato. It has housed various arts organizations since then. The Carnegie Art Center is committed to nurturing the visual arts in the Southern Minnesota area through an exhibition program (with three galleries), a gift shop offering works for sale by regional artists, and the rental of private studio space.

Position Available: The CAC is seeking a dynamic person with leadership capabilities as the Executive Director (ED) to advance the mission and agenda of the organization during a period of growth and regeneration.

Responsibilities: The ED will work closely with and report to the Board of Directors. The ED directs and administers all programs, operations, and policies.

Primary Areas of Responsibility:

- Manage all day to day operations of the Carnegie Art Center in coordination with policies and procedures put in place by the Board of Directors.
 - In coordination with the gallery and media committee, solicit and develop yearly gallery schedule, execute artist contracts, publicize exhibits, coordinate install/uninstall, craft artwork labels, artist biographies, and oversee opening receptions
 - Research and initiate grant writing and fundraising opportunities
 - Grow and maintain membership
 - Oversee gift shop operations
 - Recruit, coordinate and schedule gallery and gift shop volunteers, fill in as necessary
 - Manage studio rental contracts and all necessary communication
 - Conduct the smooth and efficient operations within the physical facility regarding maintenance, cleaning and security
 - Investigate and coordinate future educational opportunities that align with the organization's mission
 - Perform additional duties as assigned by the Board of Directors

- Work with the Board of Directors to create an annual budget and ensure compliance with current bylaws and state laws.

- Develop effective working relations within the community (both within the arts community and elsewhere) to ensure that the CAC is represented in the community-at-large and with the constituency that the CAC serves.
- Set and maintain regular office hours.
- Conduct all business at the highest standard of integrity ensuring that all activities are legal and ethical.

Experience/Qualifications:

- College graduate with management experience. Arts administration experience or experience in a not-for-profit preferred.
- Outstanding written, oral, and interpersonal communication skills
- Strong planning, organizational, analytical, and consensus building skills required.
- Ability to recruit and positively motivate board and volunteers.
- Ability to work collaboratively with all sectors of the community, Board of Directors, and volunteers.

Compensation/Terms of Employment

- Salary - \$60,000 per year
- Contract is probationary, successful candidate will receive consideration for permanent placement after 6 months
- No benefits
- Flexible schedule

Starting Date: Immediate

Procedure for Applying: Qualified applicants should email a current resume accompanied by a cover letter indicating interest in the position to carnegiemankato@gmail.com Application review will begin November 7th, 2022 with applications accepted until the position is filled.

For more information about the Carnegie Art Center, visit thecarnegiemankato.com. The CAC encourages applicants from a diverse background.