

## ***Trinity County Arts Council (TCAC)***

### **ASSITANT EXECUTIVE DIRECTOR**

#### **Job Description**

##### **BACKGROUND**

The Trinity County Arts Council, a non-profit 501(c)(3) located in Weaverville, CA, has promoted art and creativity and supported the economy of art in all of Trinity County for more than 35 years. TCAC supports individual artists, arts organization, produces a monthly Art Cruise with live music and multiple art exhibitions, 4 large Art/Music Festivals including artists from the entire North State. The council co-produces art workshops and several local community activities that provide artists' economic opportunities while insuring the well-being of our community.

##### **Position Available**

The Trinity County Arts Council seeks a dynamic, community-oriented, and experienced leader to serve as Executive Director to advance the mission and agenda of the organization. TCAC is seeking proposals from individuals capable of providing artistic, technical, and administrative support to the current Executive Director with the expectation that she/he will advance into the position of Executive Director.

##### **Responsibilities**

The Executive Director serves as the chief operating officer of the Arts Council, working closely with and reporting to, the TCAC President and the Board of Directors. The Executive Director directs and administers all programs, operations and policies, and performs outreach to the greater community. Ideally, we hope to find a person whose commitment to ART in TRINITY will motivate engagement with the younger residents to revision TCAC activities. Primary areas of responsibility include:

- Strategic Planning – works with TCAC Board to develop and implement the organization's Strategic Plan and annual action plans.
- Program Development and Management – develops, implements and supervises programs and services that are consistent with the organization's mission and Strategic Plan and that meet the needs of constituents.
- Community Relations – develop effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the Arts Council serves.
- Fund Development/Grant Oversight and Fiscal Management – together with the Board, develops and manages the fundraising and financial strategies of the organization; develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization's accounting system.
- Staff Leadership and Management – motivates and develops the production team; supervises contractors; coordinates work with the Board's committees, volunteers and partner organizations.
- Network with neighboring Arts Organizations bringing arts opportunities to our community.

- Advocacy – serves as the chief spokesperson for the Trinity Arts Council in the community and to Arts Orgs. in the California Arts Council Network; articulates and communicates the value of the arts in improving our quality of life, and promote community support of the arts and the relevancy of the Arts Council.
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

### **Essential Job Duties**

- Outreach: Support the Executive Director in providing county-wide outreach to artists, community organizations, and tourism stakeholders to develop the Calendar of Cultural and Arts events that make Trinity an Arts Destination
- Tourism: Work with stakeholders to build “Stay & Play Itineraries” and input on new website. Begin developing “Weaverville; Arts & Culture District”
- Programs & Event Production: Assist the ED in producing events. This involves planning, working with volunteers, writing and posting Media Blasts, Graphic Arts and sign production, photography of event
- Fundraising: Support ED in writing grants to fund the events and TCAC overhead
- Art Education: Work with ED to support the Trinity Together Cradle to Career initiative to provide arts internships for high school students. Explore reviving the Art Docent Program in elementary schools.
- Reporting / Budgeting: Work with ED to insure that all projects are within budget. Prepare annual budget for Board. Prepare quarterly Reports for TCAC Board Meetings. Help create a budget and report for each event as necessary.
- Create the required reports for grants: California Arts Council and Trinity County Transient Occupancy Tax Grant.
- Promote Relevancy of TCAC: work with social media contractors and Graphic Artists to develop visibility for TCAC Programs through local Trinity Journal newspaper, website, and social media.

### **Experience/Qualifications**

The selected Assistant Executive Director will perform the duties of the existing E.D. with intention for the team to revision Art in Trinity for the future. The employee can procure funding to increase the salary and support a new realm of programs, in keeping with the mission and TCAC Board of Directors.

- Employee must be an independent self-starter, organized, able to budget time and events while soliciting help where needed.
- Prioritizing goals, community support, finances
- Personable; comfortable with reaching out to strangers and building networks. Often is the lead in community projects. Is seen as a leader in an organization that is an economic driver for the county.
- Technically proficient in writing news articles. Able to produce advertising media, flyers, posters or work with a graphic artist. Must possess clerical skills to produce cogent reports, coordinate meetings and produce documentation for each. (Best if ED can use a camera for stills and video shorts to promote events.) Must be knowledgeable in Excel or similar bookkeeping program.

- Arts Appreciation. ED works closely with artists, musicians, writers, and performers. ED need not be an artist.

**Compensation:** Starting wage: \$20/hour; commensurate with experience.

**Starting Date:** Immediately

**Procedure for Applying** Qualified candidates should e-mail a current resume, together with a cover letter indicating interest in the position to TCAC at [art@trinitycountyarts.com](mailto:art@trinitycountyarts.com) Deadline for applications: March 1, 2020. All applicants will be contacted.

Contact: Jill Richards, Executive Director (530) 623-2760