



OHIO ARTS PROFESSIONALS NETWORK
Executive Director Job Description

The Executive Director will report to the OAPN Board.

Duties will include:

Day-to-Day Administration

- Ensure mission and long-range organizational plan is achieved
- Manage day to day operations of the organization
- Develop annual budget and oversee fiscal reports from Accountant
- Serve as primary resource to the members
- Oversee intern activities and responsibilities
- Work with Board to ensure fiscal sustainability and policy compliance
- Manage all grant activity
- Update, manage and keep in good standing all third-party agreements, contracts, registrations and memberships
- Keep Board and members informed about trends/items of interest in the industry

Membership and Marketing

- Oversee and update website and social media platforms
- Coordinate membership retention and acquisition through online marketing resources, including but not limited to OAPN's listserv, MailChimp, Facebook and Twitter
- Cultivate relationships in the local, state, regional and national arts community
- Maintain all electronic records

Biannual Conference

Plan, organize, implement, and oversee all aspects of annual showcase conference, including but not limited to:

- Marketing & Branding
- Artist Selection
- Programming and Schedule
- Sponsorship/Ad Sales
- Membership
- Evaluation

Some local and regional travel is expected.

This is a 1-year contract position, renewable annually with Board approval.

Qualifications

Bachelor's degree desired in related discipline (arts, arts management, business, marketing, communications) with two years employment history and/or equivalent combination of education and experience. Experience planning and organizing events and in-membership programs preferred. Ideal candidate will possess strong communication (verbal and written) and interpersonal skills, be extremely self-motivated, well organized and demonstrate high proficiency in database management, web site, social media sites and design software and application.

This is a work from home position, but must be able to travel and will be provided with office equipment, position is \$18,000 annual and does not include health benefits. Office stipend of \$125 per month.

How To Apply

Please email resume, cover letter and three references as attachments to Gary.Minyard@victoriatheatre.com, this position is open until filled.

Please use "OAPN ED Application" as your subject line.