

Executive Director Position Applications Accepted through March 9, 2012

POSITION AVAILABLE

Executive Director
North Carolina Arts Council

Mission: To make North Carolina a better state through the arts.

Goals: The work of the Arts Council is guided by its strategic plan comprised of five goals:

- *A robust arts industry*
- *A creative economy*
- *Vibrant communities*
- *Children prepared for the 21st century*
- *Lives filled with discovery and learning*

The Arts Council is a division of the Department of Cultural Resources, and its Executive Director reports to the Secretary of the Department. The Arts Council is advised by a 24-member board appointed by the Governor. It has a 27-person staff and an \$8.5 million budget which includes federal, state and private funds.

Position Responsibilities: The Executive Director provides leadership for the arts across North Carolina and is responsible for the administration of the agency and the development of policies and programs that address the agency's mission and goals. The position is classified as an exempt policy making position.

Description of Work

Statewide Arts Development (70%)

- Represents North Carolina's arts community at the state, regional and national levels.
- Assesses arts needs in the state, assuring that the mission and goals effectively address those needs.
- Supervises the development of new programs that support the growth of North Carolina arts organizations and artists to ensure citizens and visitors the highest quality and widest variety of arts experiences.
- Works to integrate the arts into the goals and activities of other state government agencies and non-arts industries such as downtown revitalization.
- Examines key programs with staff, board and constituents, and makes adjustments as needed to reflect the current environment and produce long-term stability and increased funding.

Agency Administration (30%)

- Oversees the development of the agency's annual budgets (\$8.5 million in 11-12).
- Works closely with the Arts Council's 24-member board and supervises a staff of 27.
- Works collaboratively within the Department of Cultural Resources.
- Occasional night and weekend work required.

Knowledge, Skills and Abilities/Competencies:

- Ability to provide strong creative leadership for the arts in North Carolina and represent the state at the regional and national levels.
- Ability to create a vision to lead the arts community, board and staff.
- Ability to develop arts policy, strategic plans, programs and corresponding budgets.
- Ability to access a variety of funding sources.
- Broad knowledge of all the arts and a deep understanding of the particular needs and aspirations of nonprofit organizations and individual artists.
- Extensive knowledge of issues, trends and practices in arts administration.
- Knowledge of the creative economy and for-profit creative enterprises.
- Ability to work creatively in both rural and urban environments.
- Ability to communicate effectively with a broad cross-section of artists, arts professionals, legislators, government officials, business people and the general public, including speaking in public forums to diverse audiences.
- Ability to manage a strong and diverse board, a highly creative staff, and a complex budget.

Minimum Education and Experience Requirements

Graduation from a four-year college or university with a major in arts administration or arts-related field and five years of experience in arts development including two years in a supervisory or administrative capacity; or an equivalent combination of education and experience.

Management prefers a major in arts administration, business administration, public administration or one of the arts disciplines, and eight years of progressively responsible experience in arts management at a high level, preferably the highest level, including five years in a supervisory capacity. Experience at the state and national level is desirable.

Salary: \$60,964-\$101,867

(The State of North Carolina offers a competitive benefits package which includes employer contributions towards pension, health plan benefits, and vacation and sick leave.)

Salary Grade: 81T

Application Procedure

The North Carolina Department of Cultural Resources uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the State Personnel Act (SPA) with highly qualified individuals. Individuals interested in applying for this position (#2012-00205) must complete an online State Employment Application. All applicants may apply online at <http://www.osp.state.nc.us/jobs/>.

Closing Date

March 9, 2012, 5 p.m. Eastern Time

DO NOT send applications or application materials to the North Carolina Arts Council. Only applications following the procedure above will be considered.

For more information please contact:

North Carolina Department of Cultural Resources

Human Resources Office

Phone: (919) 807-7373

About the North Carolina Arts Council

The North Carolina Arts Council works to make North Carolina The Creative State where a robust arts industry produces a creative economy, vibrant communities, children prepared for the 21st century and lives filled with discovery and learning. The Arts Council accomplishes this in partnership with artists and arts organizations, other organizations that use the arts to make their communities stronger and North Carolinians — young and old — who enjoy and participate in the arts. For more information visit www.ncarts.org.

About the North Carolina Department of Cultural Resources

The N.C. Arts Council is a division of the N.C. Department of Cultural Resources, which annually serves more than 19 million people through its 27 historic sites, seven history museums, two art museums, the nation's first state-supported Symphony Orchestra, the State Library, the N.C. Arts Council, and the State Archives.

The N.C. Department of Cultural Resources serves as a champion for North Carolina's creative industry, which employs nearly 300,000 North Carolinians and contributes more than \$41 billion to the state's economy. To learn more, visit www.ncculture.com.