



Arts Engine Seeks Executive Director

Applications due 12 Noon EST, March 5, 2010

www.artsendine.net

Position Description

Executive Director, Arts Engine, Inc.

Arts Engine, Inc. supports, produces and distributes independent media of consequence and promotes the use of independent media by advocates, educators and the general public. As a trusted source for media that matters, Arts Engine drives change by connecting film, technology and community—supporting local, place-based work and global connections and reach.

The executive director shapes and implements Arts Engine's vision, values, goals and programs in collaboration with talented professional staff and an engaged board of directors. Central to this position are vision and creativity at the intersection of technology and social-issue media. Key areas of responsibility are: strategy development and planning, fund/partnership development, program management, community and technology development, human resources and financial management.

Reports to board chair.

ESSENTIAL JOB FUNCTIONS:

Strategy Development and Planning

- Provide leadership in strategy development, including ongoing planning that engages the best thinking of the board of directors, staff and constituencies.
- In cooperation with the management team, develop an annual workplan for board approval. Assure regularly scheduled plan review sessions to learn from experience celebrate accomplishments and update goals.

Fund/Partnership Development

- In cooperation with the board and staff, pursue fund development and strategic partnerships to maintain and diversify resources including contributed support and earned income.
- Actively engage board members in resource development.
- Manage relationships with funders in cooperation with director of development and external affairs.

Program Management

- Provide hands-on leadership to incubate, launch and evaluate programs that build on Arts Engine's track record of innovation and responsiveness.
- Work closely with the management team to assure the continuing excellence and relevance of Arts Engine's programs, which currently include Big Mouth Films, MediaRights.org, Media That Matters, Launchpad (a youth media initiative), DocuClub and a Fiscal Sponsorship Program for independent filmmakers.
- Assure the ongoing evaluation and evolution of Arts Engine's programs based on the needs and interests of constituencies and strategic opportunities.

Community and Technology Development

- Serve as Arts Engine’s primary spokesperson—an articulate and visible advocate for the mission. This includes developing and maintaining productive strategic relationships with media outlets, funders, partners, and peer organizations and networks.
- Direct Arts Engine’s digital media efforts including its website, newsletters, social media. Remain abreast of competitors and trends in website design and functionality, and spearhead the implementation of new features and technologies as necessary.
- Provide leadership in extending the reach and impact Arts Engine’s products and services. This includes working with the management team to formulate a product road map to enhance engagement and drive adoption of Arts Engine’s website and online programs; establish performance metrics to analyze impact.

Human Resources

- Manage and support the staff including hiring, salary decisions, performance evaluation, professional development and, when necessary, termination.
- Directly supervise management team of five directors (development and external affairs, operations, production, technology and online programs, and festival and outreach).
- Support the board in the execution of its duties including board recruitment, orientation, training, evaluation and recognition.
- Coordinate with the board chair to create agendas and supporting materials for board meetings and work sessions.
- Strengthen the board-staff team, fostering opportunities for staff and board members to work jointly on planning and resource development.

Financial Management

- Oversee an appropriate accounting system and compliance with board-approved fiscal policies and procedures.
- Work closely with the management team and treasurer to develop a proposed annual budget for adoption by the board. Manage the annual budget approved by the board.
- Assure the development of accurate and complete financial statements for monthly board review.
- Oversee implementation of fiscal sponsorship policies and agreements.

Version 2-1-2010