



## CLEARWATER ARTS ALLIANCE, INC.

### **POSITION OPENING IN DECEMBER 2018** **ARTS ADMINISTRATOR (Part-Time Contractor)**

**DEADLINE FOR APPLICATION SUBMISSION: Friday, October 12**

#### **MISSION STATEMENT**

Clearwater Arts Alliance, Inc. (CAA) is a catalyst that advocates, fosters, and promotes cultural awareness and opportunities for all people in Clearwater, Florida.

#### **BACKGROUND**

This 501(c)3 organization was established in 1999 with a belief that the arts can make a positive difference in our community. We partner with the City of Clearwater, businesses, schools, artists, and organizations to support the arts in the greater Clearwater area.

Throughout the years, CAA has sponsored such activities as:

- Advocacy on behalf of arts at the local, state, and national level
- Opportunities for local artists and students through exhibitions, performances, interactive projects, and training
- Designing and distributing a cultural map to show all galleries, performing venues and public art within the city
- Pinellas County School Orchestra and Choral Concerts at Ruth Eckerd Hall
- Recognition and awards for art and/or music students
- Art and Music teacher project funding
- Promoting Public art through projects like art wrapped signal boxes and developer guide

#### **DUTIES AND RESPONSIBILITIES**

Under the guidance of the CAA Board of Directors, the Contractor shall serve as a part-time Arts Administrator and shall be responsible for the overall direction of operations to achieve the goals and objectives of the organization.

Among the Arts Administrator's areas of responsibilities:

- Coordinate the organization's day-to-day management, including Board development, advocacy efforts, fundraising initiatives, membership program, marketing, and community relations.
- Manage the yearly financial and legal requirements for the not-for-profit corporation, handle filings, insurances, and development of CAA's annual budget.
- Coordinate preparation of CAA Board meeting agendas, assist with committee initiatives and keep Board minutes.
- Be part of the public face of CAA and network and collaborate with other art organizations.
- Serve at the direction of the CAA Board and assist in executing the CAA strategic plan.
- Expand funding base and revenue sources with CAA Board assistance.

#### **EXPERIENCE/QUALIFICATIONS**

- Background and/or education in art and culture administration is a plus.
- Preferred that the applicant is located and engaged in the Clearwater area and flexible to occasionally working evenings and/or weekend events.

- Strong planning, organization, and analytical skills are required.
- Working knowledge of current technology and social media and ability to manage website and produce newsletters, e-blasts and posts on social media.
- Knowledge of fundraising best practices.
- Applicant should be a good advocate for the value of the arts and should play well with others.
- Familiarity with WordPress, Constant Contacts and Quickbooks is a plus.

### **COMPENSATION/TERM**

**There is potential for position to grow in the future based on the competency of the applicant.**

Salary: \$7,500

Proposed salary is based on upon an estimate of ten (10) hours per week at \$15.00 per hour for a period of fifty (50) weeks annually. While additional hours may be worked, there will be no additional salary paid unless a separate agreement is offered by the Board. This might apply in the case of a special project such as a grant application, revenue event, etc. that was beyond the typical annual work of CAA.

Professional Development: There is an opportunity for reimbursement for registration, travel, and accommodations for attendance at conferences subject to prior Board approval.

Expenses: \$250

Reimbursement for expenses such as office supplies (paper, ink cartridges, etc.), local travel, or event fees.

Term: Twelve (12) month contract with potential for annual renewal.

### **APPLICATION SUBMISSION PROCEDURE**

Qualified candidates should email current resume and cover letter to Elizabeth Daniels, CAA Board President, at [info@clearwaterartsalliance.com](mailto:info@clearwaterartsalliance.com). Deadline for applications is Friday, October 12, 2018.

For more information about CAA, visit [www.clearwaterartsalliance.com](http://www.clearwaterartsalliance.com). CAA is an Equal Opportunity Employer.