



**EXECUTIVE DIRECTOR
CRAFT CONTEMPORARY
Los Angeles, California**

Summary of Position The Board of Trustees of Craft Contemporary seeks a strategic thinker and highly-effective leader to serve as its next Executive Director. This is an opportunity to lead a vibrant contemporary art museum, building upon its rich history and myriad strengths to provide new vitality to the organization and embolden its unique standing in the art community. The Executive Director is responsible for general operational, administrative, and financial management of the organization; priorities will include the development of a strategic plan, diversifying revenues, building collaborative partnerships, and growing the museum’s visibility to increase engagement and impact.

**About Craft
Contemporary**

Craft Contemporary was founded by painter Edith Wyle in 1965 as a restaurant and gallery space called The Egg and The Eye. The innovative space served more than 50 omelets and displayed international folk art, reflecting Wyle’s vision that a celebration of culture should include both food and art. The success of The Egg and The Eye led to its transformation into the non-profit Craft & Folk Art Museum (CAFAM) in 1973. CAFAM applied contemporary ideas and technologies to traditional techniques, and animated CAFAM’s exhibition spaces with food, performance, and film.

After experiencing setbacks, CAFAM closed its doors for over a year in the late 1990s. During this time, operations were scaled down, the library was given to the Los Angeles County Museum of Art, the collection was sold at auction, and the archives were moved to UCLA Library Special Collections. In 1999, thanks to a partnership between the CAFAM Board and the Los Angeles Cultural Affairs Department, the museum reopened. In subsequent years, strategic changes in fundraising and audience development resulted in a 50% increase in attendance.

In 2018 the Board of Trustees voted to change the name of the Craft & Folk Art Museum to Craft Contemporary to accurately reflect its current mission to *reveal the potential of craft to educate, captivate, provoke, and empower*. The name was chosen to emphasize the word “craft” as a verb and a noun – celebrating both the act and outcome of making.

Craft Contemporary is housed in a 6,000 square foot building, owned by the institution, on Wilshire Boulevard in Los Angeles' historic Miracle Mile. The museum's ideal location in the heart of Museum Row is surrounded by premier museums and attractions. Across the street from Craft Contemporary are the Los Angeles County Museum of Art's new game-changing building and the La Brea Tar Pits, which is planning for a significant addition; within a few blocks are the Academy Museum of Motion Pictures, The Petersen Automotive Museum, and a new Metro subway stop coming in 2028.

Craft Contemporary has built a reputation for its high quality, critically acclaimed exhibitions and programs. The museum presents dynamic exhibitions by established and emerging artists and designers who are often underrepresented in larger art institutions. Exhibitions are complemented by a variety of educational programs, including hands-on workshops led by professional artists. The museum also features an award-winning retail store, which is a destination in its own right.

Craft Contemporary has an annual operating budget of approximately \$1.3 million and employs 9 full-time and 3 part-time paid staff.

About Los Angeles

Los Angeles is the commercial, financial, and cultural center of Southern California. The city covers approximately 470 square miles and is home to a population of 4 million residents (10 million in Los Angeles County); it is the largest city in the state of California and the second most populous city in the United States. Los Angeles is known for its Mediterranean climate, ethnic and cultural diversity, championship sports teams, and beautiful beaches. Los Angeles ranks among the world's largest economies; not only is it the epicenter of the entertainment industry, but Los Angeles also has a booming tourism industry and strengths in international trade, technology, fashion, and digital media. Los Angeles is home to iconic landmarks and attractions, renowned universities and colleges, and more museums than any city in the United States, including The Getty, Los Angeles County Museum of Art, The Broad, and California Science Center.

Responsibilities

The Executive Director reports to the Board of Trustees and has full authority and responsibility as the chief executive officer of Craft Contemporary. Responsibilities include:

- Providing visionary leadership and strong administrative oversight of all aspects of museum operations
- Initiating and implementing a strategic plan, resulting in renewed vision and priorities for Craft Contemporary
- Providing a high degree of visibility in the community; developing and maintaining good relations with strategic partners, other arts

organizations, public agencies, and the media; and serving as chief spokesperson for the museum

- Maintaining a full exhibitions and education program that supports the museum mission and emphasizes the exhibition of under-represented artists who are involved in craft
- Developing, managing, and growing the annual operating budget to effectively support Craft Contemporary's operations and programming; managing the museum in a fiscally responsible manner
- Diversifying sources of revenue by increasing contributed revenue and cash reserves, and evaluating earned income potential in support of operating and programming goals
- Leading staff and Board in the organization's fundraising activities, including its annual fund, grant writing, special events, planned giving, and project funding, and maintaining strong relationships with the funding community
- Providing direction and leadership to the Craft Contemporary staff in support of the organization's mission, vision, and goals; ensuring a supportive work environment that attracts, motivates, and retains a diverse staff of energetic, top-quality employees
- Partnering with the Board of Trustees in leadership of the Museum; helping to further expand and diversify the Board; and maintaining strong working relationships with Trustees
- Developing marketing and public relations strategies to achieve earned income goals, enhance the museum's visibility and reputation, and ensure steady growth

Ideal Candidate Characteristics

The ideal candidate will possess the following:

- Enthusiasm for Craft Contemporary's mission
- Proven track record of leadership abilities, a high level of initiative, and creative and flexible problem-solving skills
- Deep knowledge of museum practices and standards; familiarity with arts management challenges and opportunities
- Entrepreneurial spirit, including the capacity to develop innovative strategies for programming, audience-building, and income generation
- Record of success in financial management, fundraising, community relations, marketing, and Board development

- Established network within the nonprofit funding community, with demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies, and individuals
- Ability to work collaboratively and productively with professional staff, volunteers, and Trustees to foster a positive and cooperative work environment
- Excellent verbal and written communication skills
- A core commitment to diversity, equity, and inclusion
- A strong work ethic, good sense of humor, high energy level, and strong commitment to teamwork

Experience/Education A minimum of five years of senior leadership experience, including work with a board of directors. Possession of a bachelor's degree is required; a master's degree in a related field is preferred.

Compensation The salary range for this position is \$150,000-\$175,000. A benefits package will also be provided.

Application Procedure Individuals applying for this position should send a letter of interest and resume to:

Museum Management Consultants
mmc@museum-management.com

Position is open until filled