

## ***Modoc County Arts Council (MCAC)***

### **EXECUTIVE DIRECTOR**

#### **Job Description**

##### **BACKGROUND**

The Modoc County Arts Council, a non-profit 501(c)(3) located in Alturas, CA, has promoted art and creativity and supported the economy of art in all of Modoc County for more than 40 years. MCAC supports individual artists, arts organizations, Missoula Children's Theatre residency, Modoc Community Concert Series, Poetry Out Loud, Arts Instructor Program, Re-grants, California Creative Corp grants, and the McConnell Foundation Grant. The council supports art workshops and galleries and several local community activities for artists and the public. We have KILN radio 99.1 FM as well.

##### **Position Available**

The Modoc County Arts Council seeks a dynamic, community-oriented, and experienced leader to serve as Executive Director to advance the mission and agenda of the organization. MCAC is seeking proposals from individuals capable of providing artistic, technical, and administrative skills as Executive Director.

##### **Responsibilities**

The Executive Director serves as the chief operating officer of the Arts Council, working closely with and reporting to, the MCAC Board. The Executive Director directs and administers all programs, operations and policies, and performs outreach to the greater community.

Ideally, we hope to find a person whose commitment to ART in Modoc County will motivate engagement with all the residents of Modoc County. Primary areas of responsibility include:

- Strategic Planning – works with MCAC Board to develop and implement the organization's Strategic Plan and annual action plans.
- Program Development and Management – develops, implements and supervises programs and services that are consistent with the organization's mission and Strategic Plan and that meet the needs of constituents.
- Community Relations – develop effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the Arts Council serves.
- Fund Development/Grant Oversight and Fiscal Management – together with the Board, develops and manages the fundraising and financial strategies of the organization; develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization's bookkeeping system.
- Staff Leadership and Management – motivates and develops event and program production teams; supervises contractors; coordinates work with the Board's committees, volunteers and partner organizations.
- Network with neighboring Arts Organizations bringing arts opportunities to our community.

- Advocacy – serves as the chief spokesperson for the Modoc Arts Council in the community and to Arts Organizations in the California Arts Council Network; articulates and communicates the value of the arts in improving our quality of life, and promotes community support of the arts and the relevancy of the Arts Council.
- Conducts all business at the highest standard of integrity ensuring that all activities are legal and ethical.

### **Essential Job Duties**

- Write a yearly Grant Proposal for the California Arts Council / State-Local Partners Grant. This grant funds our whole organization and is of utmost importance to the MCAC.
- Outreach: The Executive Director provides county-wide outreach to artists, the community, and arts organizations.
- Programs & Event Production: This involves planning, working with volunteers, writing and posting for social media, Graphic Arts and sign production, and communication by phone, email, and written letters.
- Fundraising: Includes writing grants to fund events and MCAC overhead, and acquiring local sponsors.
- Arts Education: Continue paying arts instructors through the MCAC's partnership with The Art Center of Alturas.
- Reporting / Budgeting: Bookkeeping with Quickbooks. Prepare annual budget for Board. Prepare quarterly Reports for MCAC Board Meetings. Create a budget and report for each event as necessary. Prepare taxes and 1099's each year with CPA.
- Create the required reports for grants: California Arts Council.
- Promote Relevancy of MCAC: Create or work with social media contractors and Graphic Artists to develop visibility for MCAC Programs through local newspaper, website, and social media.

### **Experience/Qualifications**

The selected Executive Director will perform the duties of the existing Executive Director in retaining and preserving our annual events and programs that are in place, but will seek to create new programs and events, and seek new funding opportunities as well. The weekly hours for this job are between 2- 40 hours. The average weekly hours for a year are around 15-20. Events require intense planning, organizing, advertising, and fund raising, so the weeks leading up to and finishing up bookkeeping for events require many hours of work. And there are weeks of just doing basic bookkeeping and paying bills, which require much less time.

- Employee must be an independent self-starter, organized, able to budget time and events while soliciting help where needed.
- Must be proficient with Microsoft Office Suite and Quickbooks.
- Experience with running a non-profit desired, but other business experience such as bookkeeping, budgeting, paying bills, doing taxes, etc. is acceptable.
- Outstanding writing skills. Must be able to write grant proposals that are succinct and eloquent, with proper grammar and spelling. Must be able to produce advertising media, news articles, flyers, posters and work as or with a graphic artist.
- Must possess clerical and writing skills to produce required reports for grantors, formal letters and emails, write agendas for meetings, and write a newsletter telling of MCAC activities.

- Arts Appreciation. The MCAC works closely with artists, musicians, writers, and performers and must have a good understanding of the arts and their value in society. The Executive Director need not be an artist themselves.
- Note on Conflicts of interest: The Executive Director can be a working artist, however they cannot use their position with MCAC to self-deal to themselves or a pet organization. They must recuse themselves from any voting with the board on items that appear to be a conflict of interest. Applicants with too many conflicts may not be well-suited to this position.

**Compensation:** Starting wage: \$1200 first month while being trained, then \$2000 per month. This is part time work.

**Starting Date:** April 15, 2024

**Procedure for Applying** Qualified candidates should e-mail a current resume, with at least three references, and at least one from Modoc County, together with a cover letter indicating interest in the position to MCAC to [michelleray@ModocArts.org](mailto:michelleray@ModocArts.org). Deadline for applications: April 1, 2024. All applicants are welcome and will be contacted. All applicants will have a background check initiated by the MCAC. Interviews will be conducted after April 1<sup>st</sup> and you will be contacted.

Contact: Michelle Ray, Executive Director MCAC (530) 233-8954

[michelleray@ModocArts.org](mailto:michelleray@ModocArts.org)