



The Executive Director of Amazing Things Arts Center sets the tone and oversees operations for this small yet dynamic performing and visual arts center. She/he will attract members, patrons, quality programming and enthusiastic volunteers with a commitment to a collaboratively run community based nonprofit organization.

Amazing Things Arts Center is a community of members, performers, artists, patrons and volunteers and is recognized for quality programming that represents a range of music, drama, spoken word, comedy and visual art. On weekends established performers offer folk, rock, blues, jazz, classical, world music, and comedy. On weeknights “community open mic” shows encourage local new and emerging performers in jazz, cabaret, folk, and comedy to hone their craft in a supportive environment. Amazing Things is a local hub of creativity and an inclusive gathering place that makes the arts available, affordable and accessible to people diverse in age, economic status, ethnicity, language and geography. Our mission is building community through the arts.

The successful candidate will have experience with nonprofit or small business, and excellent management, financial skills, and fundraising skills. She/he will use all resources available to continue to attract talented performers and artists and enthusiastic audiences to its repurposed historic firehouse venue in downtown Framingham.

**The position:**

The Executive Director is responsible for the overall administration and management of Amazing Things. This is a full-time, salaried position hired by and accountable to the Board of Directors. The Executive Director oversees one full-time Office Manager, three part-time employees ((Marketing/Communications, IT, Booking Manager), two part-time house managers, and multiple volunteers.

This is a highly visible position requiring outstanding personal and professional skills. Amazing Things seeks someone with excellent interpersonal, communication and management skills and with demonstrated fundraising experience. The ideal candidate will be able to motivate and work collaboratively with staff, volunteers and the Board.

Primary responsibilities include:

- Operational Oversight – In coordination with the Office Manager, oversee day-to-day operations including programming, ticketing, facility management creating and implementing processes and systems for efficient operations
- Personnel Management – Hiring staff as needed and providing ongoing staff development
- Development/Fundraising –With assistance from the Board and the Fundraising Committee, develop, execute, and manage fundraising objectives, including identifying, cultivating and soliciting key donors and potential donors, with assistance from the Board’s Fundraising Committee. Grow the donor and member base, manage fundraising appeals and soliciting major gifts and business sponsorships. Seek out and write relevant grants.

- Staff/Volunteer Leadership & Management – Motivate and develop staff; hire, supervise and evaluate staff; coordinate work with Board committees and volunteers. Work with staff and Board to recruit volunteers and maintain a program for effective management of volunteers.
- Fiscal Management – Develop an annual budget for review and approval by the Board; Oversee the management of all funds and accounting systems and procedures. Comply with local, state and federal tax regulations and prepare and file reports as needed. Oversee accounts payable for timely payments to vendors, performers. Prepare monthly financial reports for Board.
- Programming -- Oversee and coordinate with the Booking Manager to ensure diverse programming that meets the needs of target audiences.
- Marketing/Public Relations – Maximize visibility through social media and the press to promote attendance. Lead the organization’s outreach efforts to the community and funders. Increase public awareness and ensure all materials adhere to the brand messaging and image including website, programming brochures, press releases and other marketing materials.
- Strategic Planning – With the Board, create and oversee the updating and implementation of the strategic plan.
- Collaboration – Research and initiate opportunities for collaboration with the City, community organizations, educational institutions and other arts and cultural organizations. Set a collaborative leadership example that encourages cooperation and good working relationships with staff, Board and in the community.

### **Experience & Qualifications:**

This position requires a unique combination of skills and experience.

- Bachelor’s degree or higher or relevant work experience
- Successful experience in nonprofit and/or small business management; strong fiscal management skills
- Experience with fundraising including donor relations, corporate sponsorships, and grant writing
- Experience with volunteer management and recruitment
- Demonstrated ability to work collaboratively with colleagues, volunteers, community organizations and municipal government
- Passion for music, the arts and community building
- Familiarity with the music and arts scene a plus
- Familiarity with performance booking and ticketing, a plus

### **Compensation:**

**Full-time (32 – 40 hours/week) – Salary range - \$30K - \$40K annually**

- Three weeks paid vacation and flexible schedule. Some night/weekend hours required.
- Contribution toward personal health insurance negotiable

### **How to apply:**

Email cover letter and resume to [ATACboard@gmail.com](mailto:ATACboard@gmail.com)

For more about Amazing Things: [www.amazingthings.org](http://www.amazingthings.org)