



## Assistant Director - Full Time, Exempt Position

**General Description:** Reporting to and working directly with the Executive Director, the Assistant Director manages and supports all program staff and volunteer community teams in the administration, implementation, and presentation of all Heights Arts' programs including public art, visual arts (exhibition and store), literary, music, membership (artist, individual, and business), and community partner / rental programming. As the main contact for all programs, this key leadership position will maintain professional standards including timely communication and attention to detail, serving as an ambassador for the organization, developing funding opportunities by cultivating partnerships, and managing public relations and communications to ensure the mission of the organization and its activities are accurately represented. Strong communication and interpersonal skills are necessary to effectively tell the Heights Arts story via grant reporting, PR, advertising, online presence, and most importantly by representing Heights Arts at public events and in the community.

### PROGRAMS, COMMUNITY TEAMS, AND OUTREACH

#### Program Administration

- Lead staff and volunteer program community teams in the execution of all programming including exhibitions, poetry programs, concerts, events, and rentals to include:
  - managing artist calls, submission review, and contracting
  - facilitating post event follow-up surveys and information gathering
  - managing events, and working with Administrative Assistant on ticketing, attendee registration, and artist participation in database
  - recruiting new community team members according to Heights Arts' IDEA Inclusion, Diversity, Equity and Accessibility) and programming goals
- Manage weekly staff meetings, and monthly community team meetings
- Recruit, select, hire, and evaluate interns and program staff according to Heights Arts' IDEA (Inclusion, Diversity, Equity and Accessibility) goals
- Ensure program staff and community teams have all required resources, including email reminders, access to the event calendars, new artist submissions, and other necessary tools
- Manage and attend Heights Arts events, supervise exhibition installations or other event preparation and tear-down, and assist as needed
- Cultivate new and maintain existing relationships, and identify outreach opportunities with community partners
- Seek authentic partnerships with businesses and organizations

#### Store

- Supervise and support Store Manager
  - to create sales goals and marketing initiatives
  - as backup staffing when needed

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- Maintain regular hours in the Store to understand processes and provide backup for gallery and store staff, phones, etc.

## **Rentals, Events, and Volunteers**

- Main contact, scheduler, and coordinator of all events
- Recruit, process, and coordinate volunteers for appropriate placement for openings, concerts, and other events

## **MARKETING AND COMMUNICATIONS**

- Facilitate communications with program staff, volunteers, artists, poets, and musicians to ensure success and grow programs at Heights Arts
- Create press releases and announcements for upcoming programs and events
- Build and maintain relationships with local media outlets and media personnel, pitch regularly with Heights Arts news and coordinate interviews, images, and materials for media
- Supervise and support Marketing and Communications Coordinator with:
  - Maintaining a program and marketing calendar that reaches target audiences with programs and messages that align to organization's mission and values
  - Coordinating paid advertising for Heights Arts programs, and place media buys with local advertising outlets in accordance with annual budgeted marketing dollars
  - Engaging and accurate written and visual content creation for print, social media, website, and other platforms
  - Content for monthly ENews, event card printing, mailing, and distribution

## **PROGRAM DOCUMENTATION, GRANT REPORTING, AND FUNDRAISING**

- Supervise the collection of programming documentation for marketing and grant reporting
- Track effectiveness of programs and marketing against objectives through quantitative and qualitative measurements/assessments
- Support fundraising through cultivating new community relationships, and effective, strategic program management
- Assist Executive Director and Board with:
  - Business and individual membership campaigns and activities
  - Cultivating advertising and sponsorships for programs and events
  - Setting, managing, and achieving goals for annual Heart in the Heights arts awareness, community engagement, and fundraising campaign

**Required:** The successful candidate will take pride in quality work, be passionate, knowledgeable, and curious to learn more about the arts. Candidates must be inclusive, deadline-oriented, and comfortable with community outreach and public speaking. Candidates must have excellent and intuitive communication and writing skills and be able to maintain and build relationships with staff, interns, volunteers, and the community. Must have experience and comfort with learning new technology. Must be self-directed and comfortable making independent decisions which align with organizational strategic goals. Must be highly organized and experienced in managing project

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details with effective delegation. Must understand the overall strategic goals of the organization to communicate effectively and persuasively with audiences, members, donors, and funders.

**Preferred:** Degree in arts administration or nonprofit management or three or more years of equivalent experience in program administration and implementation at a nonprofit or arts-oriented organization. Experience with Adobe Suite, video software, and social media platforms. Knowledge of and connection within the arts community – especially in literary, visual, and musical arts. Prior experience recruiting and managing staff and volunteers and fundraising is highly desired.

**When:** This is a full-time, exempt, hybrid position, and the work schedule will vary depending upon organizational activities. Regular work hours will be both on and off-site, and may include evenings and weekends for meetings, events, and store staffing backup.

**Where:** Heights Arts (Gallery, Store, and Performance Space) at 2175 Lee Road in Cleveland Heights, OH 44118

[www.heightsarts.org](http://www.heightsarts.org)

<https://www.facebook.com/HeightArts>

<https://www.instagram.com/heightsarts>

## **Compensation and Benefits:**

Salary range \$48,000 - \$52,000 annually

401K Matching

Paid Sick / Vacation / Holiday

Professional Development

Employee Discounts

**Hiring Process:** The position will remain open until filled. Apply online at

<http://www.heightsarts.org/employment/> by submitting your resume and cover letter, and two previous writing samples relevant to the position. At least one must include a graphic element. If you do not have a previous sample which adequately supports our request, you may choose to provide an original writing sample about one of Heights Arts' programs using a photograph or graphic from our website. No phone calls, please.

*Heights Arts does not discriminate based on race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.*

Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts. We contribute to the region's artistic vitality by showing regional artists in our gallery and store, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, presenting regular poetry readings, and maintaining the longest-running poet laureateship in the state.