



Assistant Director - Full Time, Exempt Position

General Description: Heights Arts enthusiastically invites applicants for the position of Assistant Director. The Assistant Director is a two-year, grant-funded position with the opportunity for advancement and extension beyond two years. Reporting directly to the Executive Director, the Assistant Director manages and supports 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 position will maintain professional standards including timely communication and attention to detail, serve as an ambassador for the organization, and oversee all 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 community teams in the execution of all programming including exhibitions, poetry programs, concerts, events, and rentals to include:
 - manage artist calls, submission review, and contracting
 - perform post event follow-up surveys and information gathering
 - manage events, ticketing, attendee registration, and artist participation in database
 - recruit new community team members according to Heights Arts' IDEA Inclusion, Diversity, Equity and Accessibility) goals
- Attend weekly staff meetings, create agendas, and run 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 tools
- 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

Store

- Supervise and support Store Manager to create sales goals and marketing initiatives
- Maintain regular hours in the Store to understand processes and provide backup for gallery and store staff, phones, etc.

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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

- Maintain a program and marketing calendar that reaches target audiences with programs and messages that align to organization's mission and values
- 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
- Coordinate paid advertising for Heights Arts programs, and place media buys with local advertising outlets in accordance with annual budgeted marketing dollars
- Supervise marketing staff in engaging and accurate written and visual content creation for print, social media, website, and other platforms
- Supervise and coordinate monthly eNews, event card printing, mailing, and distribution

PROGRAM DOCUMENTATION, GRANT REPORTING, AND FUNDRAISING

- Assist Executive Director and Marketing and Development Committee with business and individual membership campaigns and activities
- Work with Executive Director to solicit advertising and sponsorships for programs and events
- Work with Executive Director and board to produce and reach goals for annual Heart in the Heights arts awareness, community engagement, and fundraising campaign
- 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
- Generate enough funding through effective and creative program management to support the position at the end of two years

Required: The successful candidate will take pride in quality work, be passionate, knowledgeable, and curious to learn more about the arts, 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 details, while understanding the overall strategic goals of the organization to communicate effectively and persuasively with audiences, members, donors, and funders.

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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.

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

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

Compensation and Benefits:

Salary range \$38,000 - \$46,000

401K Matching

Health Insurance

Paid Sick / Vacation / Holiday

Professional Development

Employee Discounts

Hiring Process: Please apply online at <http://www.heightsarts.org/employment/> by submitting your resume and cover letter. The hiring committee will interview finalists in person, and will require two writing samples targeting different audiences, of no more than 500 words, to be written on-site. The samples must demonstrate the attributes outlined in the “General” and “Required” section of the job description. The position will remain open until filled.

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. The organization contributes to the region’s artistic vitality by showing regional artists in its 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.

Heights Arts – *connecting arts and community since 2000*

2175 Lee Road Cleveland Hts, OH 44118 | www.heightsarts.org | 216.371.3457

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