

JOB POSTING



Executive Director BASALT, COLORADO

THE POSITION

Reporting to The Art Base Board of Directors, the **Executive Director** is responsible for leading the organization in the fulfillment of its mission which is ***to foster creative expression in the visual arts for all ages and abilities through robust educational programming and exhibition opportunities for artists and artisans***. The Executive Director oversees all day-to-day operations, including fundraising, and upholds The Art Base's institutional ethos of fostering individual and communal potential, both internally through team management and in the wider community. In this way, the Executive Director ensures that the artistic health of the organization is maintained with the support of an active Board of Directors and four full-time staff members.

The Executive Director leads The Art Base in all areas of the organization's operations. The job is multi-faceted and is divided as follows:

Development (Fundraising)	70%
Organizational Leadership	10%
Business Operations	10%
Marketing and Community Outreach	10%

A significant aspect of the position is fund development. Therefore, the Executive Director will lead the organization's fundraising function and be expected to meet with high-level donors and donor prospects and contribute to grant writing efforts on behalf of The Art Base, ensuring the financial health of the organization. The Executive Director must be comfortable being the public face of the organization. Additionally, the Executive Director must be willing and prepared to assist in numerous other activities associated with running a successful visual arts organization.

THE ORGANIZATION

The Art Base is a 501c3 nonprofit visual arts organization whose mission is to foster creative expression in the visual arts for all ages and abilities, through education, exhibitions, and providing opportunities to artists and artisans. The Art Base education programs are designed to be accessible to everyone and encourage creative expression and lifelong learning through visual arts workshops and outreach programs in partnership with local nonprofits and Basalt schools. The Art Base exhibitions offer opportunities for solo, group, and guest-curated exhibitions for Colorado-based artists with an emphasis on those living in the Roaring Fork Valley.

In 2020 The Art Base purchased the Three Bears Building in historic downtown Basalt which serves as its home and primary venue for its programming and exhibitions. The Art Base serves the Roaring Fork Valley, specifically the mid-valley and Basalt community, which includes several adjacent unincorporated areas in both Eagle and Pitkin Counties, Garfield County, and the Roaring Fork School District.

Annually, the Art Base welcomes approximately 10,000 visitors - 45% youths and 55% adults.

The Art Base consists of a full-time staff of four including the Executive Director, Gallery and Communications Manager, Operations Manager, and Program Director. Additional staff includes a Studio Manager and an Installations and Facilities Manager. The Art Base Board of Directors consists of 10 (ten) active members from the Roaring Fork Valley and beyond.

The Art Base annual operating budget is approximately \$800,000

<https://theartbase.org/>

THE COMMUNITY

Basalt, located in both Eagle and Pitkin counties in west-central Colorado, began as a railroad town and was incorporated in 1901. Surrounded by wilderness and known for its Gold Medal fishing, Basalt sits at the gate of the Fryingpan Valley and the confluence of the Fryingpan and Roaring Fork Rivers. Situated in the White River National Forest at an elevation of 6,611 feet, Basalt is a short drive from five ski resorts - Aspen, Highlands, Sunlight, Snowmass, and Buttermilk. The population within the town limits is 4,412; however, the Basalt and Midvalley community is much larger due to several adjacent unincorporated areas. Outdoor activities abound throughout the year including skiing, snowboarding, fishing, hiking, camping, biking, rock climbing, rafting, and more. The Art Base is an integral part of Basalt's arts and culture infrastructure which complements and enhances the diversity of outdoor recreation that is enjoyed in and around the community. For more detailed information about Basalt, please visit www.basaltchamber.org/community.

THE REGION

The Basalt region is not only known as a world-class recreation destination but is also a robust cultural and creative community for artists and arts lovers from around the world. Aspen, which is 18.5 miles southeast of Basalt, is an arts hub and home to the Aspen Music Festival, Aspen Art Museum, The Resnick Center for Herbert Bayer Studies, The Powers Art Center, The Arts Campus at Willits, Jazz Aspen/Snowmass, Aspen Film and Aspen Santa Fe Ballet. The region's primary market population is 65,000 and includes the communities of Carbondale, El Jebel, Snowmass and Aspen. The Art Base is part of this creative environment and a cultural destination for thousands of visitors from the area and from

around the world. The programming and educational opportunities for The Art Base abound and it will be the job of the new Executive Director to lead and collaborate within this vibrant cultural setting.

PRIMARY RESPONSIBILITIES

- Work with the Board of Directors to identify and cultivate donor relationships to meet budgeted contributed income
- Manage the ongoing capital campaign to retire existing mortgage debt according to established goals
- Maintain positive relationships with existing supporters
- Oversee all grant proposals, whether contracted or drafted in-house, to meet budgeted grant projections
- Work with Board of Directors to cultivate relationships with potential new board members
- Oversee fundraising events such as the pARTy and 10x10 Silent Auction and secure sponsorships for these events
- Guide The Art Base board and staff in strategic decisions for the maintenance of high-quality programs and services
- Oversee and manage the daily responsibilities of The Art Base employees and contract labor
- Provide reports to the executive committee and Board of Directors and solicit their assistance when needed to achieve the objectives of the organization
- Work with the Board of Directors to create a strategic vision
- Prepare an annual budget for organization expenditures with significant overages made in consultation with the Board of Directors
- Communicate to the community TAB's financial and programmatic state of the organization in an annual report
- Manage staff by providing annual performance reviews, setting compensation and benefits with Board approval; hire personnel and take corrective action with staff, including termination, if necessary; oversee payroll distributions; and maintain employee policies and procedures
- Oversee operational flow of the organization and daily prioritization of activities and tasks
- Oversee cash flow and finances of the organization through a working knowledge of appropriate computer software

- Oversee tax filings, audits, payroll management and corporate filings with government tax agencies

SECONDARY RESPONSIBILITIES

- Stay current with professional development, participating in continuing educational opportunities pertinent to art organizations, business development, and leadership
- Participate in community activities and maintain a professional presence as leader of The Art Base
- Communicate vision and mission of The Art Base while cultivating relationships with other arts and non-profit organizations in the community
- Maintain professional and positive relationships with civic leaders of the Town of Basalt, including the town manager, town planner, mayor and city council members

CANDIDATE QUALIFICATIONS

The ideal candidate should:

- Possess a passion for the visual arts and a belief in the mission of The Art Base
- Have a minimum of 5 years of arts leadership experience with a cultural non-profit organization
- Possess a Bachelor's degree (preferred) or a combination of education and applicable experience
- Possess excellent written and verbal communication skills
- Have strong computer and database management skills, including proficiency with Microsoft Office Suite, Google Docs, and client relationship management systems
- Have excellent personnel management skills in order to oversee a diverse team
- Have a willingness and ability to "wear many hats" and be a team leader
- Be able to work well under pressure in a fast-paced environment
- Always maintain a professional demeanor

ADDITIONAL NOTES

- Bi-lingual (English/Spanish) candidates are encouraged to apply
- Candidates must be eligible to work in the United States and pass a background check
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Critical features of this job are described above and may be subject to change.
- Management reserves the right to revise or amend duties at any time.

The Art Base embraces diversity and equal opportunity as a key organizational value. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The Art Base provides equal employment opportunities to all and prohibits discrimination and/or harassment of any type, regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

COMPENSATION

This is a full-time position requiring 40-plus hours per week. The Executive Director's annual salary range is \$105,000 to \$120,000 commensurate with experience plus a healthcare stipend.

TO APPLY

In order to be considered for this position, each applicant must submit a cover letter outlining why you believe you are the best candidate for the position, your applicable experience, and your salary requirements, as well as your resume. Please send cover letter, resume, and three professional references via email to:

Victor Gotesman, Principal
Performing Arts Planning
Victor@victorgotesman.com

The position remains open until filled.