



POSITION DESCRIPTION: EXECUTIVE DIRECTOR
(Reviewed & Updated by Personnel Committee 01/19)

I. **Title: Executive Director of the Garrett County Arts Council, Inc.**

II. **Description:**

The Executive Director is responsible for:

- A. Implementing the policies and procedures established by the Board of Directors of the Garrett County Arts Council, Inc.;
- B. Facilitating action on the programs and activities of the Council;
- C. Actively monitoring movement toward goals adopted by the Board of Directors and evaluating the achievement of Council goals and objectives;
- D. Managing the Council's business office and gallery;
- E. Providing public education and promotion of the Council as to its purpose and the non-profit status of the organization, both to The Gallery Shop visitors and at appropriate outside events;
- F. Conducting the day-to-day business of the Council.

III. **Relationships:**

A. Responsible to the Board of Directors of the Garrett County Arts Council, Inc.

B. Interrelationships:

Maintains a cooperative working relationship with members of the Board of Directors, other Council employees, Council members, committee members, volunteers, and the various governmental agencies, cultural groups and organizations, individual artists and artisans, and members of the general public with which the Council is routinely involved.

IV. **Position Responsibilities:**

A. General activities:

1. Functions as the Council's chief administrative officer in all matters pertaining to Council operations, activities, programs, projects, and initiatives;
2. Plans, organizes, and carries out activities that serve the Council's purpose.
3. Plans, organizes, and carries out public relations programs concerning the Council's activities and projects;
4. Assists the Board in establishing and implementing goals and objectives;
5. Assists the Board in developing and implementing fund-raising initiatives and activities;
6. Assists the Board in developing individual, business, organization, foundation, and governmental funding sources;
7. Researches new project ideas and presents them to the Board for action;
8. Consults and interacts with state, county, and municipal governmental agencies, private and public organizations, businesses, individuals, and representatives of the public schools and the community college on matters concerning Council activities;
9. Serves as Council liaison to the Maryland State Arts Council, the County Arts Agencies of Maryland, Maryland Citizens for the Arts; Maryland Humanities Council; Grantsville Arts & Entertainment District; Oakland Renaissance Arts & Entertainment District; Garrett County Chamber of Commerce; Western Maryland Gateway to the West Heritage Area; and various other committees.
10. Serves as ex-officio, non-voting member at meetings of the Board and Council committees;
11. Oversees the Gallery Manager/Assistant to the Director in the day-to-day operations of the Council's gallery and gallery programs;
12. Responds to public inquiries and concerns on all matters pertaining to the Council's purpose and operations;
13. Attends Board of Directors meetings and receptions;

14. Oversees daily staff supervision and conducts regular performance review; works with the Personnel Committee on hiring, firing, and other personnel matters.
15. Performs other tasks as required to implement policies, procedures, and programs authorized by the Board of Directors.

B. Specific Activities:

1. Maintains established business hours for the Council's office and coordinates all office activities;
2. Maintains and updates the Council's files and oversees website updates; responsible for ensuring "Arts at a Glance" submissions to newspaper calendar of events;
3. Oversees production and distribution of Council mailings and correspondence with membership;
4. Maintains membership records and supports efforts to expand the Council's membership base;
5. Provides support for Council committees;
6. Prepares press releases; coordinates promotion and publicity initiatives;
7. Maintains appropriate liability, business, and workman's compensation insurance on behalf of the Council;
8. Maintains Council financial accounts in good order;
9. Maintains and updates as necessary the Council's personnel files, including Employment Eligibility Verification Forms, Maryland New Hire Registry Reports, W-4 certificates, MW 507 certificates, job descriptions and evaluations, etc.
10. Oversees Gallery Manager to monitor gallery exhibits and activities in consultation with the Board of Directors; coordinates exhibit installations and oversees gallery receptions; functions as gallery host and sales agent as necessary; monitors gallery sales and expenditures; directs gallery staff and volunteers;
11. Works with Gallery Manager to coordinate installation of rotating visual art exhibits at the county's Visitors Center and Garrett County Courthouse;
12. Provides support for the organization and implementation of the Council's annual SEYMOUR art experience and other special events;

13. Assists with production of the Council's annual literary journal;
14. Procures supplies and materials as necessary; procures equipment and coordinates capital improvements as authorized by the Board of Directors.
15. Administers the Council's grants program: Publicizes the availability of grant funds; assists with applications; disburses funds in accordance with guidelines; maintains accurate records of funding and participation.
16. Annual Responsibilities:
 - (a) In cooperation with the Council's Treasurer and Finance Committee, prepares and implements a balanced budget and monitors income and expenditures in accordance with the budget; recommends budget revisions as necessary;
 - (b) Prepares and submits Maryland State Arts Council grant application, interim report, and final report;
 - (c) Prepares and submits application for county funding and formal request for county fund disbursement;
 - (d) Files charitable organization registration renewal with Maryland Secretary of State;
 - (e) Files federal return of organization exempt from income tax (Form 990);
 - (f) Files W2, W3, 1099, and 1096 federal income tax statements and MW508 Maryland withholding reconciliation reports;
 - (g) Files Maryland personal property return;
 - (h) Assists Council Treasurer in preparation of annual financial report.
17. Quarterly Responsibilities:
 - (a) Files Employer's Quarterly Federal Tax Return (Form 941);
 - (b) Files Maryland Employer Report of Income Tax Withheld (Form MW506)
 - (c) Files Maryland Unemployment Insurance Quarterly Contribution Report.
 - (d) Files Maryland Sales and Use Tax Report.

18. Monthly Responsibilities:
 - (a) Files 941 federal tax deposits (Form 8109);
 - (b) Issues payment checks to gallery artists for works sold;
 - (c) Provides Council treasurer monthly financial statement for review and presentation to the Board of Directors;
 - (d) Develops meeting agenda on behalf of Board of Directors and distributes meeting announcements;
 - (e) Pays rent.
19. Bi-Weekly Responsibility: Issues employee payment checks and pays vendor invoices.
20. Weekly Responsibilities: Ensures bank deposits.

V. **Qualifications:**

- A. Leadership and management skills characterized by creativity, organizational abilities, enterprise, and commitment;
- B. Eclectic knowledge of the arts and ability to interact with artists and community groups;
- C. Preference for a bachelor's degree or comparable education or work experience providing for effective oral and written communications and basic office and accounting skills including Quickbooks;
- D. Preference for prior experience or education in promotional and fund-raising activities;
- E. Computer literate with general office and accounting skills;
- F. Ability to conduct multiple tasks simultaneously.
- G. Experience in grant writing and management of grant funding awards.
- H. Experience in development and management of an operational budget.

VI. **Compensation:** As authorized by Board of Directors.