

EXECUTIVE DIRECTOR

Background:

The St. Joseph Art Association, Inc., operating as the Krasl Art Center (KAC), of St. Joseph, MI, an AAM-accredited visual art museum with a focus on sculpture collection and education, seeks an Executive Director. Duties include implementation of the KAC's new strategic plan which addresses financial sustainability, education and exhibitions, collections, facilities and operations, and marketing and events.

The KAC is situated on a bluff in the southwest corner of Michigan, just 90 miles east of Chicago, overlooking Lake Michigan in the city of St. Joseph, the seat of Berrien County. In a beautiful and fertile area of Michigan, the beaches and countryside of Berrien County are tourist destinations.

The KAC is the largest visual arts institution in the area providing professional experiences and opportunities. The KAC, designed by Perkins and Will of Chicago, opened its doors to the public in 1980 and went through a major renovation in 1996-1997. It is 17,500 square feet. Educational in purpose, the KAC provides much to the community: exhibitions, collection of sculpture sited in the community, classes, art camps, lectures, out-reach, social events, summer Art Fair on the Bluff and more. The KAC's permanent collection consists of 36 sculptures by many noted artists such as Richard Hunt, Michael Dunbar, Dale Chihuly, George Rickey and Jon Isherwood. The KAC operates on an annual budget of approximately \$1 million, has a staff of nine, a faculty of approximately 25, and membership of over 1,000 households.

Job Requirements:

The Executive Director of the KAC reports to the President of the Board of Directors and oversees all operations and functions of the KAC.

Primary responsibilities include but are not limited to:

- Administration:
 - Carry out the policies and directives of the Board of Directors and further the goals of the KAC.
 - Prepare for and attend all meetings of the Board of Directors, Friends and committee meetings.
 - Be ultimately responsible for all of the activities of the KAC.
- Building and Grounds:
 - Be responsible for seeing that the KAC's physical plant and equipment are properly maintained.
- Education:
 - Supervise all educational, outreach and interagency programs of the KAC, overseeing the activities of the Director of Education
- Exhibitions and Collections:
 - Oversee the activities of the Director of Exhibitions and Collections (Curator).
- Financial:
 - Prepare the annual budget with the Treasurer of the Board of Directors.

- Supervise and/or carry out fund development including special projects and events including but not limited to the KAC Art Fair on the Bluff, the HollyMarket, and the Concours on the Bluff.
- Supervise routine accounting procedures including receipts and disbursements.
- Ensure annual audit occurs in timely manner.
- Personnel:
 - Hiring, terminating, training of all staff members.
 - Administer the personnel policies of the KAC.
 - Supervise the performance of KAC staff and volunteers.
 - Reviewing KAC staff, annually.

Qualifications and Characteristics.

The successful candidate will have:

- At least five years of experience gained in progressively senior positions at an art museum/art center.
- Knowledge and appreciation of the visual arts.
- An MFA or other advanced degree in the arts or museum administration, preferred (a combination of education and experience will be considered).
- Demonstrated ability to think and act strategically and creatively.
- Proven success in fundraising and donor development.
- Sound financial planning ability including non-profit financial management.
- Talent for building trust, confidence, and collaborations across a broad range of constituencies.
- Outstanding people management skills: the ability to inspire and communicate effectively.
- Enjoyment and involvement in social and community activities.
- A positive outlook.

Candidates should send a cover letter of application with C.V., a list of three professional references, and include salary expectations to search@krasl.org by August 15, 2010. It is anticipated that the successful candidate will begin, working alongside retiring E.D., by mid-January, 2011.

The Krasl Art Center is an affirmative action, equal opportunity employer.