



RIVERARTS EXECUTIVE DIRECTOR – JOB DESCRIPTION

RiverArts is seeking a new Executive Director to lead the 60-year-old multidisciplinary arts organization as it embarks upon its next chapter of growth and development. The Executive Director works alongside a dedicated community of artists and arts lovers to lead the organization's strategic and artistic vision, as well as managing operations and fundraising for RiverArts.

Over the past few years, RiverArts has reached thousands of people through its diverse array of public and educational programs and events. At the heart of RiverArts' mission are its annual artists' open Studio Tour and Music Tour, each celebration providing free public access to local visual artists and musical performances throughout the Rivertown villages. A vibrant music education program serves 200-250 students each semester, while SummerArts camps offer students a chance to discover art, music, dance, and more. Other programmatic highlights include an annual dance concert featuring world class companies like Ballet Hispánico and Ronald K. Brown/EVIDENCE. Seasonal programming from chamber music to boundary-defying new music to West African drum circles, developmental play readings and intimate artist conversations, to fun community gatherings like Drink and Draw, have made RiverArts a mainstay of the culture of the Lower Hudson Valley.

The Executive Director oversees all aspects of RiverArts to achieve the artistic and administrative goals of the organization, in harmony with RiverArts' mission. This includes setting the annual season of programming and events in collaboration with the Artistic Producers Circle, a dedicated group of arts professionals selected to curate and produce offerings in dance, music, art, and spoken word. It also includes overseeing a vibrant year-round Music Education program and a 4-week SummerArts camp. The Executive Director, supported by a small part-time staff, leads the day-to-day operations of the organization, inspiring and interfacing with community stakeholders, and initiating and executing mutually agreed upon strategic initiatives in partnership with the Board of Directors. Fundraising, budget management, programming and season planning, and community engagement are all integral functions of this role. The ideal candidate loves the arts and collaborating with artists, is an efficient and organized project manager, and has budgeting and fundraising knowledge and/or experience.

Primary Responsibilities

Strategy

- Provides visionary leadership to the RiverArts community of artists, audiences, volunteers, program participants, and other stakeholders.
- Works with the Board President and the Executive Committee in establishing and executing overall strategic, artistic, and operational plans for the organization.

- Works to fulfill RiverArts' commitment to Diversity, Equity, and Inclusion and innovate ways to implement this philosophy in all programming and messaging.

Artistic Agenda

- Works with the Artistic Producers Circle to develop RiverArts' season of programming. This includes renewing annual events such as the Music and Studio Tours, as well as strategically implementing new and diverse programming, in harmony with RiverArts' mission and goals.
- Manages relationships with Artistic Producers and ensures they are on track for their respective programming, with support from the Events and Production Manager.
- Opportunity to recruit and develop relationships with new Artistic Producers each season.

Programs & Events

- Oversees the delivery of high-quality programming, while working within tight budgets, to provide the caliber of experience our community has come to value.
- Monitors box office results for events and implements sales strategies, as needed, with support from Marketing & Communications Manager, to meet goals set forth.
- Attends the majority of events in person.
- With regard to Educational and SummerArts programs, the Executive Director works to expand outreach and promotion to encourage registration and continued program success, and maintains relationships with the Public Schools and other venues.

Accounting and Finance

- Manages all accounting and finance operations, including budget creation, accounts payable and receivable, tracking and reporting. Ensures programs, Artistic Producers, and Events and Production Manager are adhering to budget goals set forth.
- Works with Board Treasurer on all financial compliance, tax filing and financial reporting.
- Meets quarterly with Finance Committee to review budgets and fiscal planning.
- Develops, presents, and gains Board approval on an annual budget, including breakdowns in program budgets. Once approved, ED is responsible for oversight of adhering to Board-approved annual budget.

Fundraising & Grants

- Works closely with the Board to develop and execute fundraising strategies including donations from individuals, corporations, foundations, and government sources.
- Active cultivation, research, and engagement of current and prospective donors.
- Oversees fundraising technology database, ensuring it remains up to date and periodically assessing its effectiveness.
- Completes all Foundation and Government proposals and/or applications for all grants, as well as the required reports for funders.
- Manages donation tracking and tax letters to donors.

Operations.

- Manages the operational functions including insurance, IT, legal contracts for staff, artists, and vendors.

- Oversees an annual master calendar of events, as well as an organizational timeline outlining deadlines and deliverables related to programs, meetings, marketing, and fundraising deadlines.

Management of Direct Reports

Manage a dedicated team of three part-time employees in addition to seasonal independent contractors, ensuring they are meeting their goals and responsibilities, lending them support, and giving feedback as needed:

- P/T Music Program Manager
- P/T Events & Production Manager
- P/T Marketing & Communications Manager
- Two (2) freelance Summer Arts Producers
- Freelance Bookkeeper

Board Governance

Assists the Board in meeting their responsibilities as stewards of the organization including:

- The Executive Director position reports to the Board President, and thus meets regularly with the Board President.
- Attends and reports out at monthly Steering Committee meetings and scheduled Board meetings.
- Creates requested Board meeting reports and submits to Board President according to set deadlines.
- Assists Board in identifying and onboarding new members.

Salary

\$65,000 salary; exempt; flexible, semi-remote work schedule of approximately 30 hours/week; four weeks paid vacation. Events and stakeholders are primarily located in the Rivertown villages between Hastings-on-Hudson and Tarrytown/Sleepy Hollow, Westchester County, New York. The Executive Director is encouraged to attend the majority of RiverArts events, though attendance is not required in all cases.

Application Instructions

Email cover letter expressing interest and resume to jobs@riverarts.org. Submission deadline: April 18, 2024.

RiverArts encourages diverse candidates to apply for this position. RiverArts is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis protected by appropriate law.

About RiverArts

RiverArts inspires Hudson River communities in lower Westchester County to come together through art. RiverArts' year-round season of events and programming includes our free, multi-village artists' Studio Tour and Music Tour; an annual dance concert; a three-part Chamber Music series; theater performances; and smaller community events such as Drink & Draw, Salon

Sundays, artist conversations and pop-up concerts; plus Music Education and SummerArts Camps for kids of all ages.

For over 60 years, RiverArts has been a catalyst that connects performers, musicians, and art-makers with Rivertowns audiences. We believe in the power of art to express, transform, and bring joy to our lives and our community.

Please visit us online to view our mission, core values, and see what we are up to!

www.riverarts.org