

## Announcement of Executive Director Search

Redux Contemporary Art Center (Redux), a 501c3 non-profit arts organization established in 2002, seeks an exceptional, arts administrator for its full time Executive Director position beginning August 1<sup>st</sup>, 2022. Redux is committed to fostering creativity and the cultivation of contemporary art through diverse exhibitions, affordable studio space for visual artists, meaningful education programs, and a multidisciplinary approach to the dialogue between artists and their audiences. Redux will celebrate its 20th anniversary later this year and is recognized by the community of Charleston as an incubator for the city's robust art scene. Redux is governed by a nine-member Board of Directors. For more information about Redux, visit [reduxstudios.org](http://reduxstudios.org).

### CHIEF DUTIES:

The Executive Director is expected to provide artistic vision, competent leadership and overall direction for day-to-day operations in furtherance of Redux's mission, consistent with Board established goals and policies. To this end, the Executive Director has the following chief duties:

#### Business Planning and Program Development

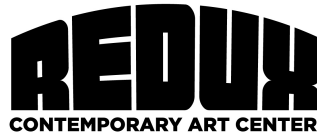
- Develop and cultivate an artistic vision for Redux and its programming.
- Implement that vision through programmatic efforts, including but not limited to creating and maintaining a supportive environment for studio artists, planning and managing exhibitions, coordinating arrangements with visiting artists, cultivating Redux members, developing and overseeing community classes, kids camps, and other learning experiences.
- Share knowledge and support for the Board's strategic planning process.
- Continue to execute sound operations as they align to Redux's mission.
- Assess needs, identify available resources, coordinate and collaborate with others where feasible, and develop and implement programs to achieve the Redux mission.
- Evaluate program performance and implement changes and improvements as necessary.

#### Fundraising/Resource Development

- Conduct research on grants and other funding opportunities with foundations and other non profit organizations, public sector agencies, corporations, and civic groups.
- Cultivate relationships with current and prospective funders. Prepare and submit letters of intent, concept papers, full proposals, and other requests for funding. Complete grant reports.
- Plan and implement activities to cultivate and solicit individual contribution
- Coordinate special fundraising events including Redux's Annual Art Auction
- Identify and request potential sources for in-kind donations of goods and services.
- Oversee the acknowledgment of all gifts, grants, and donations in a timely manner and the maintenance of accurate and complete donor mailing lists and files.
- Cultivate Redux's membership program.

#### Financial Management

- Oversee and ensure the integrity of day-to-day financial operations and transactions.



- Develop and revise an annual budget to track revenues, guide spending, and assure performance of mission and strategic goals.
- Produce financial reports and supporting documentation to the Board of Directors and third parties.
- Ensure the timely preparation and submission of payroll taxes, annual reports, information returns, and other government filings.

#### Personnel Management

- Develop and maintain position descriptions for all staff and key volunteer positions.
- Hire staff, and ensure proper orientation, training, supervision, and performance evaluation of the team.
- Create an environment where staff is encouraged and heard – discipline and terminate staff as needed.
- Assess training and professional development needs, identify sources of training, and ensure that staff and volunteers receive adequate training to perform their duties.
- Maintain the personnel policies and procedures which complies with all applicable state and federal labor laws.

#### Property Management and Asset Protection

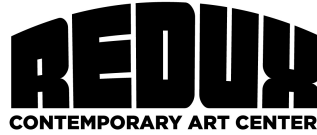
- Maintain policies and procedures as related to Redux's physical location, including but not limited to leasing studio space to artists, hosting exhibitions, and renting meeting space to community groups.
- Ensure that the facility and grounds are properly maintained, clean, safe, and secure.
- Maintain all necessary insurance coverage and other risk management measures to provide reasonable protection for the agency's assets, artists, staff and volunteers, equipment, etc.
- Oversee the organization and safekeeping of agency documents, records, files, art, etc.

#### Marketing and Communications

- Assess, monitor, develop, and promote, the marketing needs of Redux by maintaining the overall public brand that has been cultivated through Redux's social media channels and website.
- Oversee the Redux website, newsletter, brochures, fact sheets, annual reports, and other promotional materials.
- Prepare articles, press releases, public service announcements and advertisements for radio, TV, newspapers, and other media outlets.
- Conduct speaking engagements to inform the community of Redux's mission, accomplishments, and ongoing needs for support.

#### Board and Committee Support

- Provide support, upon request, for the operations and communications of the Board of Directors, Officers, and Board Committees.
- Prepare reports to the Board as directed or established in Board policies.
- Inform the Board of Directors when an important, critical, or controversial internal or external issue or action has occurred or is about to occur.



- Serve as a resource and advisor to the Board in assessing Redux's needs, understanding industry trends and practices, and developing and updating Board policies pertaining to management and operations.

## **QUALIFICATIONS**

Redux seeks a dynamic individual with an arts or administration background who has a strong track record in fundraising and/or revenue generation with at least 6 years of experience in the non-profit art sector. Education or experience equivalent to a bachelor's degree is required for this position, though a master's degree is preferred. A degree in art history, studio art, arts management, or similar field will be a plus. Redux is seeking a candidate with strong interpersonal skills, experience in managing/supervising staff and volunteers, excellent writing skills, and strong proficiency with technology. We are looking for an energetic, likeable person who is able to manage people and programs in a fast-paced environment, while maintaining a high degree of professionalism with diverse constituencies. Ideally the candidate will have a familiarity with the Charleston art community.

## **LOCATION**

This full-time position is located in Charleston, South Carolina. It is preferred that the applicant will have local ties as they must possess the skills and abilities to assimilate with the artistic and cultural milieu of Charleston and the wider nonprofit and philanthropic community of the Lowcountry. Redux's Executive Director must reside in Charleston or a neighboring community while employed in this position.

## **SALARY & COMPENSATION**

Redux Contemporary Art Center is able to offer an annual salary range of \$50,000 - \$60,000 to be paid bi-weekly. The selected candidate will be eligible for a year-end bonus, per the discretion of the Board of Directors.

## **INSTRUCTIONS FOR APPLICANTS**

Those interested in applying for this position are instructed to send an email to the Redux Search Committee at [EDSearchCommittee@reduxstudios.org](mailto:EDSearchCommittee@reduxstudios.org), and attach a current resume and a cover letter that includes applicant's salary requirements. Review of applicants will begin on June 20<sup>th</sup>, 2022. Faxed, mailed, or hand-delivered letters and resumes will not be accepted.

This position will have a projected start date of August 1<sup>st</sup>, 2022.