Executive Director

Granada Theater - Bluefield, WV

Summary Description:
The Bluefield Preservation Society/Arts Center is seeking candidates with leadership and arts management experience for an Executive Director, a position that reports to a volunteer Board of Directors and oversees all operations related to producing and/or showcasing a wide variety of performances, movies, exhibits, and special events in two beautiful and fully renovated historic venues in downtown Bluefield, WV, a charming town of lovely homes and gardens nestled in the Appalachian mountains. Once nicknamed “Little New York” during the coal boom, and home to two colleges within a couple miles of each other, the Bluefield community is experiencing an exciting resurgence in arts and entertainment.

The Executive Director will implement a vision that supports the mission of the Bluefield Preservation Society/Arts Center, to increase access to the arts for the diverse population of southern West Virginia and its surrounding area, and to inspire and nourish a vibrant creative environment in which artists of all disciplines develop and showcase their talents. The successful candidate will be energetic and positive thinking, have a deep and abiding love for the arts, possess excellent oral and written communication skills, and demonstrate a proven track record of securing funding through grant writing. Experience as a self-directed and results-oriented project manager in a non-profit environment is essential.

Responsibilities:

• Developing and maintaining budgets, assessing resource requirements, and developing strategies for generating revenue from programming, grant writing, gifts, and fundraising activities to support existing operations and expansion of audience and programming in the community and region.

• Developing a full range of programming and scheduling for the organization’s two venues.

• Designing and preparing gallery exhibits in a range of environments.

• Using media technology and other forms of digital communication to promote and effectively market events and activities.

• Managing all day-to-day operations, performances, exhibits, film presentations, and special events in the two facilities, which include multiple gallery spaces, two theater spaces, a cinema, and dining areas.

• Engaging the public through excellence in performances, exhibits and educational programming.

• Developing, training, and supervising a full corps of volunteers to support the organization’s mission and assist with operations.

• Maintaining professional networks that will develop contacts with artists, musicians, students, educators, and other arts organizations to support and enable compelling and collaborative programming necessary to support a dynamic arts community.
• Developing a consistent and effective message for external communications with media and the public.
• Advising the Board of Directors of opportunities for fundraising, program promotion, and strategic planning for growing the arts in the community.

Required Knowledge & Skills:
Applicants must have a record of demonstrated success in arts administration and advocacy, with an advanced degree in an appropriate field; will accept a relevant bachelor’s degree and 5 or more years of relevant professional experience in substitution. Those with a degree in the Arts, Arts Management or a related area may be given preference.

Application Instructions:
In order for a candidate to be considered, all applications must be submitted to bluefieldwvarts@gmail.com. Application materials should include a letter addressing how the candidate’s experience matches the position requirements; a current resume or curriculum vitae; and the names, addresses, and telephone numbers of at least three professional references at the time of application.