

Executive Director

Buchanan Center for the Arts

Organization: Buchanan Center for the Arts

Position: Executive Director

Reports to: BCA Board of Directors

Supervision Exercised: Employees and Volunteers

Location: Monmouth, Illinois

Website: bcaarts.org

Target Start Date: Immediately

The Buchanan Center for the Arts, a private arts organization successfully serving rural West Central Illinois for thirty-five years, seeks its next skilled and ambitious Director. This person will uphold the Center's mission: to enrich lives and promote enjoyment of the arts by offering opportunities for creative and diverse artistic experiences.

Job Responsibilities

Arts Development

The new Director is expected to curate and promote a yearly exhibition schedule in the BCA Gallery. They will continue to build on the Center's partnerships with local theater, musical, and written artists. The individual selected will be bold and creative in enhancing the Center's position as a vibrant community arts center and a leading regional center for the performance and visual arts. The Director will enhance the Center's goal of establishing Monmouth as a cultural arts destination.

Public and Community Relations

Fundraising is a central duty of the new Director. Much of their energy will be spent enhancing and creating connections with a vast variety of constituents. These may include leaders of the community, donors, year-round and seasonal residents, artists, leaders of other artistic/cultural organizations as well as others with a vested interest in the programs. Strategic alliances – be they formal or informal – will continue to be important. Having developed a budget and a strategic vision in coordination with the Board of the Center, the Director will be charged with fundraising (grants, donations, memberships, fundraising events) throughout the year in order to meet budget goals. The Buchanan Center for the Arts has been a vital proponent of the Arts so the new Director has a great base upon which to build, but the expectation is that they will build new relationships for new targets.

The new Director is expected to develop and maintain effective communication with all constituents, but particularly the Buchanan Center Board of Directors. The relationship with the Board is key to developing and implementing a long-term organizational plan and vision.

Center Management

The new Director is also expected to manage day-to-day operations of the Center, including: ensuring that staff are in place to meet operational needs, and supervising staff and volunteers;

overseeing the gift shop; managing construction projects as needed; training volunteers; maintaining inventory; creating marketing to enhance the BCA's visibility and reputation, including website and electronic promotion; maintaining appropriate records, forms, procedures and practices relating to collections, personnel, financial transactions, grants and general administration, as is consistent with best business practices. They can expect to perform other duties as needed.

This is a full-time position with occasional nights and weekends required depending on events.

The Executive Director is accountable to the Board of Directors. The Executive Director is given the authority to make staff assignments, implement policies as delegated by the Board of Directors, administer personnel policies as the plan of work, and implement the budget. Board Committees collaborate with the Executive Director to fulfill the mission of the BCA. Currently, The Buchanan Center for the Arts is engaged in an endowment campaign and a Capital Campaign to ensure the future of the Center. Major renovation work will commence for the second floor of the building in 2026.

Required Qualifications

- Bachelor of Arts Degree in applicable field
- Strong leadership experience, preferably in the non-profit arts arena
- Strong organization and strategic planning skills.
- Knowledge of non-profit 501(c)3 laws, rules and regulations.
- Ability to build and retain strong funding relationships with individual donors, corporations, foundations and other supporters.
- An understanding and commitment for connecting communities and stimulating economic development through arts and cultural activities.
- Ability to work outside of normal office hours as required.
- Ability to travel locally and throughout the state to attend trainings and meetings

Preferred Qualifications

- Excellent written, oral and interpersonal communication skills.
- Experience with:
 - Fundraising
 - website creation and maintenance
 - social media campaigns
 - event coordination
 - budgeting and financial management
 - arts or arts-related environments
- Familiarity with arts management challenges and opportunities.
- Proficient knowledge of MAC Software and QuickBooks
- Previous supervisory and/or program management experience helpful.

Physical Requirements:

- Ability to stoop, kneel, crouch or crawl.
- Ability to climb and descend stairs and occasionally lift and/or move up to 30 pounds.
- Ability to climb up and down a ladder.

Compensation:

- Salary range: \$45,000-\$65,000.
- Hours: full-time, flexible, some events and special events as necessary.
- Vacation/Sick Leave: Sick leave: 7 days per calendar year. Vacation: 1 week after 6 months of employment; additional week after one year; two weeks for years 2-4; 4 weeks for years 5-9; 5 weeks for years 10+.
- Medical insurance can be provided with the BCA paying 75% of the cost.
- Personal days: three (3) personal days in each calendar year.

TO APPLY: Please e-mail a cover letter, resume, salary requirements and three professional reference letters to: susan.i.vankirk@gmail.com Please direct all questions or inquiries to Susan Van Kirk, Buchanan Center for the Arts Board President at 309.734.3033.

The Buchanan Center for the Arts is an Equal Opportunity Employer that values workplace diversity.

The Buchanan Center for the Arts will begin reviewing applications March 3, 2025.
The position will remain open until filled.

Buchanan Center for the Arts
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Monmouth, Illinois 61462
309.734.3033
Website: bcaarts.org