



400 Woodrose Street, Colstrip, MT 59323 (406) 748-4822

Email: SHAC400@gmail.com

Job Posting – Schoolhouse History & Art Center (SHAC) *Executive Director*

ESSENTIAL FUNCTION

The Executive Director is responsible for the general management and development of the Schoolhouse History and Art Center in a manner which achieves the organizations' mission as determined by the Board of Directors. Our mission includes programs, fundraisers, and maintenance of professional standards in accordance with the objectives and policies established by the Board of Directors.

PRIMARY RESPONSIBILITIES

Leadership

- Support, inspire, and encourage cultural events, arts education and promotion, and to encourage and preserve the culture of history of Colstrip and the surrounding area
- Develop and expand public/community engagement and interest
- Assure timely, innovative and creative exhibits are professionally planned, scheduled, arranged and installed; keep member artists' displays current and attractive
- Assure current website and social media are available
- Oversee daily operations and activities
- Provide for art education including an evolving Outreach program
- Research availability of exhibits
- Assist in promoting the interest of the Schoolhouse History and Art Center through membership as well as volunteer and fundraiser/donor programs
- Assist in successful acquisition and utilization of grant funds
- Operate the Schoolhouse within budget constraints, working with the Treasurer to help determine the budget for acceptance by the Board
- Hire, supervise and evaluate staff with input from the Board

Management of SHAC Assets

- Assure appropriate training and development of staff
- Oversee maintenance, security, physical appearance, and safety on site

KNOWLEDGE

- Education: Formal training in business, cultural arts, or a degree in accredited business management
- Experience: Business management with a non-profit a plus, 1-3 years of professional/community experience

SKILLS NECESSARY FOR JOB PERFORMANCE

- Strong interpersonal and team-building skills
- Strong project and time management skills
- Strong oral and written communications skills

PERSONAL ATTRIBUTES

- Passion toward Community
- Passion toward the arts
- Ingenuity and foresight into problem resolution
- Forward thinking into the future of SHAC

SPECIAL REQUIREMENTS

- Willing to work occasional nights and weekends
- Local travel within the county to implement programs
- Ability to lift 20lbs., climb ladder/stairs, and ability to use basic hand tools

COMPENSATION

- Full-time salaried position 40 hours/week
- Salary – DOE

APPLICATION: Email by May 1st 2017, or until filled, a cover letter, resume, and references (name, title, phone number, and email addresses for minimum of three references) to:

SHAC400@gmail.com with title "EXECUTIVE DIRECTOR"

Mission Statement: The Schoolhouse History and Art Center is established to provide the opportunity for cultural events, arts education and promotion, and to encourage and preserve the culture and history of Colstrip and the surrounding area.