

EXECUTIVE DIRECTOR
Ann Arbor Street Art Fair, Inc.
Full-time, exempt position

Position Description

The Ann Arbor Street Art Fair, Inc. is a 501(c)(3) non-profit arts organization whose mission is to increase public knowledge and appreciation for contemporary fine arts and fine crafts by creating opportunities that connect artists, the Ann Arbor community, and the general public to their mutual benefit, including a top-quality juried street art fair.

The Ann Arbor Street Art Fair, the Original takes place annually in downtown Ann Arbor, Michigan in mid-July. As one of the Midwest's oldest outdoor juried art fairs, it enjoys a high national reputation amongst artists, art enthusiasts and buyers. It runs concurrently and collaboratively over three days with two other fairs (*The Guild's Ann Arbor Summer Art Fair* and the *Ann Arbor State Street Art Fair*). Together, the three fairs combine to become the Midwest's largest outdoor art fair event, attracting over 400,000 visitors, and promoting tourism and a significant local economic impact for the city.

Executive Director Role

The Executive Director is responsible for oversight of the non-profit organization, Ann Arbor Street Art Fair, Inc. (*hereafter referred to as the AASAF*), whose primary focus is the production and management of the Ann Arbor Street Art Fair, the Original and its satellite events. In keeping with the Strategic Plan and bylaws, she/he will create and implement much of the vision for the AASAF, its events and outreach programs, with general oversight by the Board of Directors, and in coordination with the staff.

The Executive Director will ensure that all facets of the AASAF are operated in a highly professional manner. This includes all strategic and operational aspects of the Art Fair and satellite events, its brand image, staff performance, community and sponsor relations, programming, marketing and expansion resulting in the organization's consistent achievement of its mission and financial objectives.

The successful candidate for Executive Director will have extensive art fair/festival and event industry knowledge including core programs, development, and business operations. She/he will conduct all business at the highest standard of integrity ensuring that all activities are legal, ethical and unbiased, and in the best interest of the AASAF brand.

Supervision

The Executive Director reports directly to the Board of Directors. She/he is given wide latitude to carry out the operations of the AASAF appropriately, as long as she/he remains in keeping with the approved budget and the organization's mission.

Responsibilities

Leadership and Management:

- Develop, maintain and support a strong cross-functional Board of Directors whose involvement ensures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Ensure that the Board is kept fully informed on the condition of the organization and all significant factors influencing it.
- Serve as ex-officio of the Board and Board Committees.
- Create an energizing atmosphere and productive environment for the AASAF staff, Board members, committees, artists, jurors, sponsors, media partners, volunteers and partnering organizations.
- Collaborate cooperatively with the Directors of partner art fairs, *The Guild's Ann Arbor Summer Art Fair* and the *Ann Arbor State Street Art Fair*.
- Responsible for building and protecting the AASAF brand and the brands of the AASAF's events.

Staff Management:

- Responsible for having an effective team in place. Staff includes varied part-time and seasonal direct report employees, and paid interns.
- Responsible for staff management, recruitment, employment, setting job requirements and priorities, training and development, office hours, workflow, and release.
- Must ensure that sound human resource practices are in place and implemented.
- While members of the Board of Directors and its Executive Committee will have on-going interaction with the Executive Director, all staff supervision issues and office workflow decisions are the sole responsibility of the Executive Director.

Marketing and Press:

- Develop and oversee implementation of annual marketing plans for events.
- Interact with the press and social media strategically, to promote the AASAF, its mission and events. Write press releases.

Fundraising:

- Design, manage and oversee implementation of the sponsorship, fundraising and financial strategies of the organization, collaboratively with the Development and Finance Committees.
- Work collaboratively with partner Art Fairs on joint sponsorship efforts.
- Create and maintain sponsor relationships as appropriate, including solicitation of funding to support the organization and its events.
- Seek and apply to grants on behalf of The Ann Arbor Street Art Fair, Inc.

Fiscal and Legal Management:

- Responsible for developing and maintaining sound financial practices.
- Oversee the management of all funds, official records and documents in compliance with

federal, state and local regulations, and the organization's bylaws. Confer with the Board Treasurer.

- Prepare detailed annual budget for Board approval.
- Operate organization within Budget guidelines and ensure adequate funds to maintain organization in the long-term as well as annually.
- Prepare and understand monthly financial reports for Board Treasurer's oversight.
- Conduct official correspondence, banking and legal aspects of the organization with a designated member of the Board of Directors, when appropriate.
- Implement and enforce Conflict of Interest Policy for Staff and Board.

Community Communication and Involvement:

- Serve as the spokesperson for AASAF in the community. Communicate the value of promoting community support of the arts to improve quality of life and create a positive economic impact.
- Develop effective working relationships within the community (both within and outside of the arts world) to ensure that the arts are well represented in funding, community life and destination publicity.
- Position the Ann Arbor Street Art Fair, the Original as an industry leader locally and nationally.

Internal Relationships:

- The Executive Director interacts with the Board of Directors, committees and staff to help create vision for their areas of responsibility.

External Relationships:

- City and County staff and elected officials
- The Directors of the Street Art Fair's partner Art Fairs
- Affiliated community members
- Fair and event executives on a local and national scope
- Arts organizations and related social service organizations for arts inclusion
- Appropriate Board or Committee membership to support the AASAF mission
- University of Michigan officials
- Sponsors
- Jurors
- Artists (local and national)
- Press
- Vendors and service providers
- ZAPApplication ownership partners

Industry Knowledge and Job Development:

- Maintain competitive industry knowledge. Research other fairs and festivals for new ideas and sponsors.
- Maintain best practice knowledge of non-profit business operations.

- Attend local networking events.

Qualification Requirements

- Advanced degree, ideally an MBA, or fair and festival industry certification such as CFEE.
- Minimum 5 years of fair or festival event management experience.
- Not-for-profit industry knowledge via experience or education, and fundraising or sponsorship experience with track record of success.
- Action-oriented, entrepreneurial, consensus building, adaptable, visionary and innovative approach to business planning and implementation, and to relationship development.
- Excellent organizational, leadership, and budget management skills.
- Ability to cultivate existing and new Board of Directors relationships.
- Ability to lead and develop cross-functional teams and positively motivate and coach staff. Set and achieve strategic objectives.
- Ability to work effectively in collaboration with diverse groups of people internally and in the community.
- Excellence in marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills.
- Computer proficiency.

Employment Benefits

Full-time, year-round, exempt position.

- Salary is based on experience and qualifications with a targeted annual cash compensation amount in the \$70,000 to \$80,000 range
- Flexible office hours with adequate time in-office with staff
- Negotiable amount of PTO days
- Six paid holidays (Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day)

Although the production of the AASAF's events is a year-round effort, the intensity varies widely throughout the year. It is most hectic from February to July, with May to July being the most demanding and needing the most commitment in hours and minimal time off.

Qualified applicants should email their resume and a cover letter to search@artfair.org.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job. This job description is intended to be general and will evolve over time, being subject to periodic updating. The employee may be assigned different or additional duties from time to time.

The Ann Arbor Street Art Fair, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, national origin, sexual orientation, gender identity, disability status or protected veteran status. Candidates must be legally authorized to work in the United States on a permanent basis. Visa sponsorship is not available for this position. Verification of employment eligibility will be required at the time of hire.