

**EXECUTIVE DIRECTOR
RHAPSODY ARTS CENTER, VERONA WI**

[Rhapsody Arts Center](#), a not-for-profit music and arts education center, established in 2006 in Verona, Wisconsin, seeks an Executive Director with a desired start date on or around 01-June-2018. The organization has a solid track record of financial stability, zero debt, and strong cash reserves.

All interested individuals should include a Resume/CV, a Cover Letter and a writing sample. The writing sample should be an example of you as the Executive Director applying for a grant for Rhapsody Arts Center. *Please append all three documents as a single attachment to your email.*

Application deadline: Ongoing, through 15-March-2018. Email application to: nowhiring@rhapsodyarts.org

JOB OVERVIEW

The Executive Director has overall strategic and operational responsibility for Rhapsody Arts Center staff, programs, community outreach and fundraising, and effectively executes the mission of Rhapsody in collaboration with the Board of Directors to ensure long-term stability.

- Full-time, exempt position.
- Benefits include health care insurance allowance and paid vacation.
- Starting base annual salary of \$50,000 may be adjusted based upon experience, qualifications and additional benefits.

RESPONSIBILITIES AND DUTIES

The Executive Director reports to the Board of Directors and is evaluated by the Board's executive committee. Additional duties may be assigned by the Board.

Organizational Leadership

- An expressed understanding of how successful artistic non-profits succeed in establishing a balance between artistic goals and business realities.
- Successfully recruit, supervise and retain qualified staff, teaching artists, and volunteers.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Responsible for strategic planning to ensure that Rhapsody can successfully fulfill its mission into the future.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Demonstrated ability to oversee and collaborate with staff

Fiscal Responsibilities

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- Achieve progress towards diversity of funding sources.

Fundraising and Outreach

- Proven fundraising skills.
- Responsible for the enhancement of Rhapsody's image by being active and visible in the community.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Act as organization spokesperson and promote Rhapsody Arts Center at community activities to enhance the organization's community profile.
- Expand revenue-generating and fundraising activities to support operations.
- Cultivate effective relationships with staff, artists, volunteers, community groups, peer organizations, media, funders and others to advance the goals of the organization.
- Ability to convey a vision of Rhapsody's strategic future to staff, board, volunteers and donors.

Programming

- Responsible for implementation of Rhapsody's programs that carry out the organization's mission.
- Work closely with staff to advance professional, relevant and innovative programming in support of Rhapsody's mission.
- Ability to evaluate and adjust programs for fiscal and community needs.

Qualifications and Skills

- A Bachelor's degree; ideally an Arts Administration degree or equivalent.
- Proven leadership skills.
- Verbal and written communication skills.
- Ideally, at least five years progressive management experience, preferably in one or more fields: arts, music, and business management in the non-profit sector.