

Lewiston Council on the Arts

Job Announcement

The Lewiston Council on the Arts (LCA) seeks a dynamic, creative Executive Director to oversee all aspects of organizational growth, management, planning and programming. The LCA is a community-based art council that offers a diverse range of programs, classes, concerts, and festivals, and sites public art. It has been active since 1967. The major events are the Lewiston Art Festival, Blue Monday concert series and the Summer of '69 music festival. A wide range of annually changing programs rounds out the schedule of events.

Position Summary

This is a full time position at a salary of \$45,000 + health care contribution and time off package. The Executive Director reports to a volunteer Board of Directors.

Responsibilities include but are not limited to:

- General organizational business management
- Grant writing
- Fundraising including individual donations, corporate sponsorships, and in-kind donations
- Organizational and event budgets
- Day to day bookkeeping
- Event planning and coordination including logistics, booking entertainment
- Volunteer recruitment, development, and training
- Creation of marketing materials (paid ads, brochures, evites etc)
- Website updates (wordpress)
- Social media postings
- Maintain clip file
- Write and distribute PR for all events
- Represent LCA in the public; at cultural group and public meetings, government agencies, sponsors, media and cultivate relationships with funders and media
- Manage data bases (membership lists, artists) and sort as needed (EXCEL)
- Create annual membership drive and development membership base data
- Membership newsletters and eblasts to keep members informed and engaged and
- Other duties as assigned.

Qualifications

The ideal applicant will have:

- A degree from college or university and two to four years experience in event planning, not for profit management or equivalent combination of education and experience;
- Strong artistic sensibility
- Excellent time and project management skills;
- Must be willing to work evenings and weekends when events are scheduled;
- Good understanding of the local Lewiston community and Niagara County.

How To Apply

To apply, email your résumé, cover letter, references, and any other supporting documentation highlighting relevant experience and salary history to artstaff@artcouncil.org

No phone queries or walk-ins, please.

Equal Opportunity Employer.

LCA is an Equal Opportunity Employer. Women, people of color, people with disabilities, LGBTQIA persons, and veterans are encouraged to apply.