



Agassiz Baldwin  
Community

### **Vibrant Visual Arts Center Seeks Director**

Maud Morgan Arts is seeking a Director. Maud Morgan Arts is a vibrant, community-based art center that is a program of Agassiz Baldwin Community, a non-profit organization that has been serving the Cambridge community for over 40 years. The mission of Maud Morgan Arts is to build community through the visual arts by connecting, inspiring, and enriching individual lives. The agency works to reflect the diversity and talents of the community as we bring people together to make art, share art, and support visual arts education. We are a vibrant, collaborative, creative, hard-working, and inclusive, team-oriented community organization looking for a strong leader with the ability to implement their vision.

The program serves people of all ages through classes, workshops, and events. While our 4-studio center serves approximately 200 people each semester, we are small enough to be flexible and creatively respond to the evolving interests of our community. We are established enough to have a core set of teachers and programs, but we are constantly developing new partnerships, and exploring ways to engage more people in the visual arts. To learn more, visit [MaudMorganArts.org](http://MaudMorganArts.org).

The Maud Morgan Arts Director is a key leader and works under the supervision of the Agassiz Baldwin Community Executive Director and in collaboration with an administrative team. This is a great opportunity for someone looking to work in a non-profit, community-based arts organization. The ideal candidate must be able to work as a team member but also be highly self-motivated and an independent worker who takes initiative and gets things done. This position provides the exciting challenge of working at both a high level, helping to create and drive the vision through creative and strong leadership, while also staying connected to the daily functioning of the center. This is a position for someone who finds satisfaction in moving between being a visionary leader and turning that vision into a reality. When reviewing candidates, we value previous experience but most importantly traits such as hard work, the desire to learn, creative problem solving, a positive attitude, ability to work with others, and a commitment to our mission and values.

### **Responsibilities and Commitments**

- Commit to creating a positive, safe and welcoming arts community for participants of all ages and backgrounds. Be a friendly and welcoming presence for all who are involved with the center.
- Develop and plan programs including classes, events, workshops, and collaborations.
- Support, supervise, and regularly evaluate staff and teaching faculty, provide orientation for new staff.
- Work with the Executive Director to develop an annual budget and use this to guide programming, staff pay, and purchasing throughout the year.
- Work with Development Director on fundraising activities, which include grants, appeals to individual donors, and events.
- Manage administrative tasks and oversee building and supply maintenance with support from Site Coordinator.
- Nurture collaborations and partnerships with outside entities.
- Take initiative to build a more diverse audience. This includes partnering with other organizations, groups, schools, etc. to do targeted outreach, and working with potential participants.
- Commit to furthering the mission and goals of Maud Morgan Arts and Agassiz Baldwin Community.
- Maintain an active involvement with the greater arts world in Cambridge and beyond.

## Qualifications

- B.A. or higher degree in visual arts, art education, or related field
- Minimum of 2 years of education and/or experience with visual arts, art administration, or arts education
- Experience hiring and supervising employees
- Experience working with children, youth, families, and adults
- Experience with grant writing and fundraising preferred
- Experience working in a collaborative, community-based environment
- Ability to do some physical maintenance of the space. Must be able to lift at least 25 lbs, spend some time sitting at a desk and some time standing/walking.

## Knowledge and Skills Necessary

- Working knowledge of email, Microsoft Office and Excel, Adobe Photoshop, In-Design, and social media platforms Facebook and Instagram. Be willing to learn our database systems.
- Self directed, independent, team worker
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Experience with programming for children and adults
- CPR/FA certification (or willingness to get certification)
- Must be able to pass a background check and fingerprint check

## Benefits

- 100% employer paid vision and dental insurance
- Health insurance package
- Paid sick, vacation, and holiday time
- Opportunity to receive vouchers for Lesley University classes
- Paid professional development opportunities
- Opportunities for reduced tuition for classes/programs/services in ABC or Maud Morgan Arts programs

## Pay

Annual salary commensurate with experience

## Schedule

Full-time position with a 9am - 5pm or 10am - 6pm schedule, with some weekend and evening hours for events, meetings, etc.

## Location

20 Sacramento Street, Cambridge, MA 02138

## Diversity Statement

Our staff join us from all walks of life yet have a common interest in work that is professional, community-oriented, and mission-driven. We are an inclusive community of artists. We believe that our diversity is our strength, and we value the unique perspectives and contributions that people of all backgrounds and life experiences can bring to our team. Therefore, we actively recruit people of all races, ethnicities, gender identities, abilities, sexual orientations, ages, and those who do not speak English as their first language.

**To Apply:** Interested candidates should send a cover letter and resume *as a single PDF document* directed to [hiring@agassiz.org](mailto:hiring@agassiz.org). Applications will be reviewed on a rolling basis so apply early. The deadline is **November 5<sup>th</sup>, 2017**.

For more information about our organization, please go to: [www.Agassiz.org](http://www.Agassiz.org) and [www.MaudMorganArts.org](http://www.MaudMorganArts.org). Agassiz Baldwin Community is an Equal Opportunity Employer (EOE). We do not discriminate on the basis of race, color, religion, national origin, primary language, age, sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, or military service.

