



EXECUTIVE DIRECTOR, ALASKA STATE COUNCIL ON THE ARTS

State of Alaska

\$6132.00 Monthly Salary (minimum based on qualifications)

DEADLINE FOR APPLYING: SEPTEMBER 1, 2011, 5 pm.

The mission of the Alaska State Council on the Arts is to foster the development of the arts for all Alaskans through education, partnerships, grants and services.

The Alaska State Council on the Arts (ASCA) is recruiting for an Executive Director, based in Anchorage. The Council is a division of the Alaska Department of Education and Early Development, governed by an 11 member Council appointed by the Governor. The Executive Director works directly for the Council and manages a staff of five in addition to independent contractors. The agency budget for FY 12 is \$1.8 million, comprised of State of Alaska General Funds, the National Endowment for the Arts, and private foundation support.

In addition to the specific responsibilities listed below, the Executive Director is relied upon by artists and arts organizations across the state to connect resources with opportunities, facilitate learning across diverse populations and encourage the growth of arts and culture in the state by every means possible. The Executive Director is also expected to balance new ideas to advance the agency's strategic plan with sound leadership which is inclusive of all arts and culture groups in Alaska.

POSITION DESCRIPTION

The Alaska State Council on the Arts Executive Director...

A. (40% of position) Policy Development and Major Stakeholder Communications

A1) Works closely with the Council chair to develop statewide arts and cultural policy within the parameters of the current strategic plan, providing support for artists, arts and cultural organizations.

A2) Educates the Council and Chair, informing and facilitating their important role in policymaking, advocacy, and ensuring public accountability. The Council expects that successful agency programs and services will continue to be recognized at the state, regional and national levels.

A3) Works closely with elected officials – state and national – to inform and educate them on the critical role that arts and culture play in Alaska.

A4) Represents the Council at various local, regional and national meetings, conferences and presentations. Is knowledgeable about Council programs and services and how they address statewide arts and culture issues and concerns.

A5) In cooperation with the Council, provides leadership for large impact statewide arts and culture initiatives and programs. Makes public presentations on current state and national issues such as creative economy, cultural tourism and arts nonprofit economic trends.

A6) Works closely with leadership of the Department of Education and Early Development and other departments in state government, collaborating in common projects which furthers the mission of the Council.

B. (20%) Fiscal Management and Oversight

B1) Provides fiscal oversight with appropriate transparency and accountability to the Council, legislature and public. Administers sound fiscal policy based on current authorized spending limits and develops efficient budget procedures to ensure adequate cash flow. When necessary, raises private dollars to enhance programs and expand impact.

B2) Develops annual division budget in collaboration with Department of Education and Early Development. Works with program managers to ensure all program and grant budgets are maintained within authorized spending limits. Reports all program budgets to Council on regular basis.

B3) Develops private funding sources when necessary for special programs and events. Seeks private foundation, business and other philanthropic partners to enhance program services when possible.

B4) Possesses a basic knowledge of sound fiscal practice, including nonprofit budgeting and ability to understand financial statements, including in-kind documentation.

C. (20%) Program Development and Strategic Plan Implementation

C1) Oversees program and service development designed to foster public participation, increase arts education, expand awareness of and respect for Alaska Native arts and culture, and promote artistic development.

C2) Acts as the primary Council spokesman, in consultation with chair, on all statewide issues regarding native arts, literary arts, visual arts, performing arts and arts in education. This includes representing Council in legislative hearings, representing state on regional and national panels and boards, conducting workshops and public meetings.

C3) Supervises the design, development process and implementation of the Strategic Plan every five years, ensuring thorough public participation and process. Constantly monitors current Plan, to make sure that goals and strategies are carried out through agency programs, grants and services.

C4) Ensures that agency Strategic Plan is linked to National Endowment for the Arts Plan.

D. (20%) Chief Administrative Officer

D1) Chief Administrative Officer, responsible for hiring, firing and promotion of staff, including annual evaluation and periodic review of position descriptions. Executes all agency leases and contracts and manages private contractors.

D2) Determines agenda for Council meetings, implements will of Council within statutory and regulatory parameters. Responsible for updating agency regulations when appropriate. Acts as primary liaison to Department of Education and Early Development and other state agencies.

D3) Facilitates grant panels and oversees grants administration, ensuring that public interest is served in all aspects of agency. Reviews grantee budgets, in coordination with grant officers, to ensure compliance with regulations and agency criteria.

D4) Plans, coordinates and manages budgets for all agency special projects such as annual Governor's Awards and statewide arts conferences. Oversees all other program project budgets in coordination with respective program manager.

POSITION DETAILS

PARTIALLY EXEMPT SERVICE

This position is in the partially exempt service. The partially exempt service is established by statute. Positions are partially exempt from the provisions of the State Personnel Act and are subject only to the classification and pay provisions within. This position is not covered by the terms of a collective bargaining agreement. Positions are exempt from the usual recruitment process and serve at the discretion of the appointing authority, and therefore the position may be filled when a qualified candidate applies.

BENEFITS

The State of Alaska offers a variety of benefits for eligible employees. Employee benefits are a significant part of the total compensation package. Shown below are just a few benefits received by an eligible State employee.

- Health benefit package, which includes employer contribution toward medical/vision/dental.
- Employer paid Basic Life insurance with additional coverage available.
- Optional long- and short-term disability plans.
- Optional dependent and health care flexible spending accounts.
- Retirement programs with a wide variety of investment options.
- 11 paid holidays per year
- 37.5 hour work week

MINIMUM QUALIFICATIONS

This position is the top state agency position in Alaska in arts and culture. Commensurately, candidates who possess the minimum qualifications but whose resume and references do not reflect the broad range of experience and education to fulfill the responsibilities listed above will not be considered.

- Bachelor's degree from an accredited college, preferably in fine or performing arts or related;
- Five years progressively responsible position in arts administration or related field including a leadership management position;
- A thorough knowledge of nonprofit fiscal practices, including budgeting, inkind and ability to understand financial statements;
- Critical thinking capability, excellent written and oral communication skills;

DESIRED ADDITIONAL ATTRIBUTES

- Advanced degree in related area;
- Experience working with indigenous and immigrant culture groups and/or artists;
- Excellent communication and public speaking skills with a broad array of audiences;
- Prior experience working with local, state and national elected officials;

- Broad knowledge of arts and culture in Alaska;
- Working relationship or knowledge of Alaska private funding sources;
- Knowledge of state and national issues and trends impacting arts and culture;
- Proven leadership skills, as demonstrated by history of professional experience and articulated in letters of support.

HOW TO APPLY

Submit the following via email (PDF) on or before the deadline to gina.brown@alaska.gov. A candidate will receive notification of application receipt. Incomplete or late application packages will not be considered.

- 1) Resume, including current contact information;
- 2) Three professional references with contact information;
- 3) Up to three pages application narrative indicating how your education and professional experience relates to the position description above. A candidate's success for advancement in the hiring process will correspond to how directly aligned the application narrative is to the specific position responsibilities.

For more information, contact Executive Director Search Committee Chair Nancy Harbour at nharbour@alaskapac.org

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY).

TIMELINE FOR SELECTION

DEADLINE FOR APPLICATION: September 1, 2011

SUCCESSFUL CANDIDATE ANNOUNCEMENT: November 1, 2011

ANTICIPATED START DATE: December 1, 2011

Selection of an Executive Director is at the discretion of the Council. The successful candidate is recommended for hire by the Council Chair and confirmed by the Governor.