

ArtHaus Director(s) Responsibilities

General Operations

- Act as the face and representation of ArtHaus
- Answer phones, greet visitors, respond to emails
- Maintain the office space and equipment
- Meetings with potential partners. Interviews with potential teachers, interns, etc.
- Supervise, work study students / independent contractors
- Prepare reports for board meetings

Education

- Create / schedule courses, write course descriptions, and set price
- Recruit teachers and communicate regarding course details
- Communications with students and parents regarding course details
- Manage scholarship funds and requests
- Plan and implement Youth Apprenticeship Program

Events (such as Poetry Slams, Exhibitions, Space Rentals)

- Schedule / recruit performers / exhibiting artists / featured artists
- Create rental contracts, facilitate rental agreements / payments
- Secure sponsors
- Secure and manage volunteers
- Day of event setup / teardown / hosting

Fundraising

- Grant research, writing and application submission, solicit feedback if not awarded
- Annual Giving Campaign letter
- Process donation receipts / thank yous
- Annual Gala
- Build upon corporate ask campaign / program

Marketing

- Catalog past event information, promotional materials, and images
- Compile and maintain physical mailing list and email list
- Create and send bi-monthly email newsletters
- Regular social media postings / engagement
- Market educational programming
- Market events (press release writing/distribution, poster design/distribution and general promotion)

Bookkeeping

- General accounting (tracking income and payments, pay bills, process payroll, Paypal transfers, make bank deposits)
- Create contracts, collect paperwork, and process payments to teachers and independent contractors
- Maintain employee status and associated insurance policies, create tax paperwork for employees and contractors, secure tax preparations
- Prepare annual budget