

INSPIRE

ARTHAUS

CREATE

ArtHaus seeks dynamic and multifaceted applicants to coordinate year-round visual and performing arts classes and events for arts programming for all ages. Responsibilities include managing and recruiting instructors and volunteers, office and studio management, marketing and outreach, educational programming, fundraising, and events. This hourly position(s) reports to a Board of Directors and could be shared or full-time, depending upon the candidate's qualifications and availability. Ideal applicants are passionate and experienced in arts education and administration, possess excellent communication skills, and have a vision for the arts community of Decorah and the region. An entrepreneurial spirit, positive attitude, and knowledge of nonprofit development is a plus.

Submit cover letter and resume, including the contact information of three professional references, in one PDF file to info@arthausdecorah.org. Review of applications will begin immediately and continue until position is filled.

More information about ArtHaus and a detailed description of the position can be found [here](#). No phone calls.

Background

ArtHaus is 'your haus' in downtown Decorah, Iowa for the arts bringing visual, performing, and literary art together and offering creative educational and cultural programs for all ages. ArtHaus was opened in the fall of 2008 to provide a venue for quality arts education and experiences in the heart of downtown Decorah.

Hosting programs in two locations, ArtHaus (508 W. Water St.) and ArtHaus Studio (516 W. Water St.), ArtHaus offers professional instruction in visual, performing and literary arts to students of all ages, working with children as young as two. ArtHaus also hosts free and low-cost events throughout the year such as art fairs, gallery openings, poetry slams, and live music concerts.

In addition to structured classes and public arts events, ArtHaus also provides space and mentorship for budding artists through their Youth Apprenticeship Program, bonding through creative expression in Date Nights and Family Workshops, and a variety of outreach activities that mobilize individuals and groups to use the power of the arts to have a positive impact on their community.

ArtHaus is a 501(c)(3) non-profit

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