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**Art Spaces – Wabash Valley Outdoor Sculpture Collection, Inc.**

**Job Description**

**Executive Director**

**2025**

Art Spaces – Wabash Valley Outdoor Sculpture Collection, Inc. (Art Spaces) is an award-winning arts organization focused on public art and design of public places in Terre Haute, Indiana is seeking an arts administrator with strong leadership experience and excellent communication and writing skills to serve as its executive director.

The mission of Art Spaces is to provide public art and the design of public places to enhance economic growth, enrich cultural experiences and build a legacy that reflects the diversity of the Wabash Valley. Since 2005, Art Spaces has installed twenty-one public sculptures throughout the downtown area, in city parks, on college campuses and in other locations throughout the city. They are freely accessed at all times by residents and visitors of all ages.

The successful candidate is expected to act in a variety of capacities in conducting a wide range of tasks. An individual seeking this position should be highly motivated, detail-oriented, and organized, as well as having the ability to collaborate, work independently, and think creatively. The position requires communication and coordination with many diverse groups, organizations, and individuals in the Terre Haute community including those who work in the arts as well as in business, education, and government.

Candidates should hold a bachelor’s degree from an accredited institution and have at least three years of leadership experience; ability to write and speak effectively for a wide range of purposes and audiences; ability to communicate with individuals and groups in all sectors of the community; strong financial and project management skills; interest in working in a non-profit, arts-focused, community-building setting; ability to work well with an all-volunteer Board of Directors; ability to supervise staff; and interest in multi-sector collaboration. ​ Preference will be given to candidates who have an arts background, and/or a record of securing grants and fundraising success.

RESPONSIBILITIES AND TASKS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Manage the affairs and operations of Art Spaces in accordance with the policies and procedures adopted by the Board as well as the purposes set forth in the bylaws.
2. Manage day to day activities as they relate to the mission, vision, and core values of the

Organization.

1. Oversee annual, monthly, weekly, and daily financial tasks including paying and

recording bills; filing payroll taxes; paying business fees; filing annual taxes at the federal and state levels; preparing operating and project budgets.

1. Report to the Board as needed through the Chair and monthly at Board meetings.
2. Employ and supervise the employees of Art Spaces.
3. Preserve the minutes, records, and books of Art Spaces, the Board, and all committees.
4. Preserve the records of all Art Spaces projects and programs.
5. Serve as a non-voting ex-officio member of all committees of the Board.
6. Research and advise as to the availability of grants, prepare grant applications and

manage grants received.

1. Represent Art Spaces to the community and the press.
2. Plan, oversee and promote the programs of Art Spaces to serve all audiences.
3. When appropriate, serve on other community boards or committees.
4. Manage projects and programs in alignment with Art Spaces current 3-Year Strategic

Plan to include but not limited to:

* Sculpture site selection, funding, procurement, installation and dedication
* Oversight and maintenance coordination of the collection
* Fundraising and resource acquisition and deployment
* Educational and community engagement programs
* Marketing and promoting the organization, collection, and programs.
* Regional arts advocacy

REQUIRED QUALIFICATIONS:

1. Bachelor’s Degree, preferably with an arts, humanities, or nonprofit major or minor;
2. Three years of leadership and/or nonprofit experience;
3. Strong writing, communication, and project management skills;

PREFERRED QUALIFICATIONS:

1. Bachelor’s Degree in any arts, management, or leadership discipline;
2. Knowledge of the Adobe and Microsoft Suites;
3. Budgeting experience, particularly experience with QuickBooks or other accounting software;
4. Experience in donor management and fundraising.

SALARY RANGE:

$49,000-$52,000

BENEFITS:

1. Paid holidays
2. Generous and flexible PTO

TO APPLY:

Send a letter of application expressing your reasons for being interested in this position. Include in the letter a description of your relevant qualifications and job experience. A resume not to exceed two pages should include names, phone numbers and addresses of three references. At least two of the references should be current or previous (but recent) employers.

Submit materials to: info@wabashvalleyartspaces.com. (Please note "Job application" in the subject heading.)

Your submission will be acknowledged by return email within three business days. Application review will begin on April 21, 2025 The position will remain open until filled.

It is the policy of Art Spaces to provide equal opportunities for employment and advancement for all individuals regardless of race, gender, religion, sexual orientation, gender identity, national origin, age, or disability.