

Artistic Director

Reports directly to the Executive Director and Board of Directors, as needed, and assists Executive Director with duties and responsibilities. Work closely with the Executive Director, board, and committee, or individual members.

Advertisement and Marketing: Assist with design of advertisements and updates website. Advertise programs and activities by working with or routing information to various media and community sources.

Curriculum: Advertise for, interview, hire and schedule instructors and classes for the Art School programs. Provide teacher orientation, oversee education programs' supplies, teachers and registration and coordinate with teachers in the making of classroom curriculum. Work closely with teachers to prepare for productions. Responsible for posting classes on website through Wix and Jackrabbit.

Gallery: Exhibition planning, developing and managing collections and education outreach.

Communication: Assist with preparing bulk emails and mailings. Answer phone politely, exchange emails, greet and assist visitors, and conduct informal gallery tours as needed. Build relationships with artists, existing and potential students, and patrons.

Membership: Be knowledgeable of the DRCA as a non-profit and increase membership through membership drives. Maintain membership including list, registration, renewals, and thank you letters.

Supplies and Maintenance: Monitor office supplies, business cards, sort/open/route incoming mail. Maintain the rooms to ensure they are clean and orderly

If you are interested in the position, please email your resume to firehouse@delrioarts.com