



Lake George Arts Project Announces Search for Executive Director

Job Description:

The Lake George Arts Project (LGAP) seeks a detail-oriented, effective business manager and communicator to lead this well-respected, multi-faceted arts organization in the popular resort town of Lake George, NY.

The mission of the Lake George Arts Project is to provide income and exposure opportunities to emerging and established artists and musicians while providing quality arts programs for the residents and visitors of the greater Lake George region. Principal programs include a year-round Gallery Exhibition Series, a Summer Concert Series, and the Lake George Jazz Weekend. Other programs and activities include a video festival, occasional readings and lectures, and a number of fundraising events. Candidates should have a minimum of a Bachelor's Degree, prior non-profit administrative experience, and preferably have a background in the arts.

As the face of the organization, candidates will need to have excellent communication skills in order to manage and interact with staff, Board of Directors, exhibiting and performing artists, as well as network and collaborate with local businesses, art organizations, educational institutions, and engage with the public.

Other experiences and key skills include:

- grant writing and innovative fundraising
- planning, management, and execution of public events
- maintaining finances (Quickbooks knowledge helpful)
- negotiating contracts with performing artists
- creating and balancing budgets
- managing data base
- promoting and publicizing events
- managing website and social media outlets
- IT skills, including experience with WordPress
- community networking

Reporting directly to the Board of Directors, the Executive Director serves as the chief administrative and financial officer of the organization, working in close collaboration with the Gallery Director and Jazz Weekend curator in carrying out LGAP's mission and vision. The Executive Director's position would begin on or about January 1, 2020.

Work schedule flexibility is important and will require some evenings and weekends, average of 30 to 40 per week. Salary range \$42,000 - \$45,000. Salary commensurate with experience.

Application Deadline is October 18, 2019. Please email resume, with a minimum of 4 references, to mail@lakegeorgearts.org, with "Search Committee" in the subject line. Hard copies can be mailed to Search Committee, c/o Lake George Arts Project, 1 Amherst Street, Lake George, NY 12845. Questions: (518) 668-2616. LGAP is an equal opportunity employer.