

Position Announcement
Executive Director - New Jersey State Council on the Arts

Position Description: The New Jersey State Council on the Arts, a Division in the New Jersey Department of State, seeks an extraordinarily well-qualified arts administrator to fill the position of Executive Director. Reporting to the Council chair and serving as liaison to the Department of State, the Executive Director will direct and administer all Council programs and operations and carry out all Council policies in a manner consistent with Council plans and priorities and with state, federal and departmental policies. The Executive Director supervises a 14-member professional staff and a budget currently standing at \$17 million in administering a wide-ranging arts support program. This includes competitive grants to artists and arts organizations and programs, a host of cosponsored partnership projects and statewide arts leadership initiatives with special programs and emphasis on arts education, artist services, folk arts, community arts development, arts marketing, and art in public places. The Executive Director coordinates all activities, prepares all budgets and plans, manages available federal and State funds, and monitors all grants, grant processes, Council allocations and records to assure quality, integrity and accountability. The Executive Director represents the Council and serves as an advocate for the public value of the arts and the work of the Council at official functions and in all professional associations and is a Council spokesperson to media and constituents.

Qualifications: The successful candidate will possess a wide range of finely honed professional skills achieved through formal education and extensive arts administration experience. Among these are top-notch written and oral communication skills, in-depth knowledge of planning and budgeting, and exceptional interpersonal and management skills along with a distinguished track record in applying those skills, supervising teamwork, working in partnership with diverse constituencies, coordinating complex evaluation processes, managing multiple simultaneous tasks and maintaining highest levels of public service professionalism. The successful candidate will bring to the post in-depth knowledge of the non-profit arts industry, its many issues, needs and challenges. Particular knowledge of New Jersey's cultural community is desirable, but not required. The successful candidate will possess a track record of success in administering arts programs and services in either the public or private sector. Knowledge of government, particularly state government and a history of success working within it are a plus. The successful candidate will demonstrate the ability to boldly envision the possibilities for the arts to have impact on the lives and communities of New Jersey as well as to work creatively and in detail with the Council, its staff, resources and many constituencies and partners in crafting plans and programs to achieve the vision.

Education and Background Requirements: Graduation from an accredited college with a Master's degree in arts, public or business administration, or related arts or business field. Six years of professional work experience in an executive or high level managerial capacity with an arts organization or public agency, four of which shall have been in a supervisory capacity. Applicants possessing a bachelor's degree in the art, cultural, or business field from an accredited college may substitute an additional year work experience as described above for the master's degree. Candidates must be New Jersey residents or, if hired, commit to make New Jersey their primary residence within 12 months.

Salary and Benefits: Salary commensurate to skills and experience with full State of New Jersey benefits package.

To Apply: Submit cover letter and resume to Search Committee, NJSCA, P. O. Box 306, Trenton, NJ 08625-0396, or electronically to Irene.Wells@sos.state.nj.us no later than June 17, 2011.
The New Jersey State Council on the Arts is an equal opportunity employer