The Juneau Arts and Humanities Council (JAHC) is looking for an energetic and empathetic Executive Director to usher the JAHC into the next 50 years of operation.

The Executive Director has primary responsibility for direction of the operation of all the programs and performances of the JAHC. These responsibilities are conducted within the policies and guidelines established by the Board of Trustees and under the general direction of the President of the Board. The Director participates with the Trustees in determination of goals, development of short- and long-term strategies for promotion of such goals, and program planning.

This position reports to the JAHC Board of Directors and has supervisory responsibilities over the entire JAHC staff.

Responsibilities:

- **Community Relations** – develops effective working relationships within the community (both within the arts community and elsewhere) to ensure that the arts are represented in the community-at-large and for the constituency that the Arts Council serves; cultivates strong relationships with diverse stakeholders, and upholds the highest standards for creative vitality in exhibitions and educational programming

- **Advocacy** – serves as the chief spokesperson for the Arts Council in the community; articulates and communicates the value of the arts in improving our quality of life, and promotes community support of the arts and the Arts Council. Proven ability to develop strategic partnerships with relevant organizations

- **Fund Development/Grant Oversight and Fiscal Management** – together with the Board, develops and manages the fundraising and financial strategies of the organization; develops an annual budget for approval by the Board; oversees the management of all funds, consistent with the organization’s accounting system. Oversight of management contract for Centennial Hall with the City and Borough of Juneau

- **Staff Leadership and Management** – motivates and develops the professional management team; hires, supervises and evaluates staff; coordinates work with the Board’s committees and partner organizations

- **Program Development and Management** – develops, implements, and supervises programs and services that are consistent with the organization’s mission and Strategic Plan and that meet the needs of constituents

- **Strategic Planning** – develops and implements the organization’s Strategic Plan and annual action plans in conjunction with the Board. Ability to articulate a vision of growth for the organization
Successful candidates will likely have the following skills and competencies OR demonstrate that they have equivalent skills based on lived experience:

- At least 5 years of experience working in a non-profit organization or five (5) years’ experience administering arts programs.
- Excellent writing skills and oral communication skills and presenting skills - needs to be comfortable testifying before governing bodies, such as local assembly and state legislature.
- Passion for the visual and performing arts, arts education, and community-building
- Fiscal Management skills and experience including developing budgets
- Proficiency with grant-writing, fundraising, and donor development
- Knowledge of grants and grant oversight processes
- Human resources experience

About Us:

The Juneau Arts & Humanities Council was incorporated in 1973. It is the formal arts agency for the Capital City of Juneau, Alaska and operates the Juneau Arts and Culture Center, a vibrant community center, which provides a location for concerts and events, a rotating gallery, and a lobby gift shop. The JAHC also operates Centennial Hall Convention Center under a management contract with the City and Borough of Juneau. The JAHC offers programming in performance, visual, literary, and arts education as well as grants, scholarships, and helpful resources for local artists.

We appreciate that a diverse and inclusive staff leads to a deeper connection to the communities we serve. We strongly encourage women and non-binary candidates; Alaska Native, Indigenous, and people of color; people with disabilities; and those with diverse economic and educational backgrounds to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

The Juneau Arts and Humanities Council acknowledge that the Juneau Arts & Culture Center and Centennial Hall Convention Center sit on fill that was once tideland and is the home of the Aak’w Kwáan L’eeneidi, or Dog Salmon People. We respect the Lingít people for the care of this land and these waterways for thousands of years.

Our Mission:
The Juneau Arts & Humanities Council cultivates vibrant arts and cultural opportunities in our community and fosters a strong, prosperous, and inclusive environment where creativity and innovation thrive.
Core Values:

- Community: Champion a strong arts and humanities environment to entertain, educate, inspire, and enrich the community of Juneau.
- Equity: Cultivate an equitable and inclusive environment for visitors, staff, and board members of the organization.
- Stewardship: Encourage existing and new arts and humanities activities in the community.

Salary: Annual salary of $75,000-$90,000 DOE

Benefits:

- Health Reimbursement Account of $2,400 annually
- Retirement contribution of $3,000 annually
- Annual leave:
  - 20 days during the first year,
  - 30 days each year thereafter
- Ten paid holidays plus two “floating holidays” of your choice
- Professional development and training opportunities
  - Typically grant-funded,
  - Can include out-of-state travel
- Family leave benefits (in addition to annual leave):
  - Parental leave of up to 6 weeks (unpaid),
  - Bereavement leave (including illness of family member) of 5 days

Deadline: Review of applications will begin on October 24, 2022, and will continue until the position is filled.

Finalist interviews are expected in October/November 2022

Apply: online at www.jahc.org

Questions? Contact: kathleen@jahc.org

Posted: 10/3/22

The Juneau Arts and Humanities Council is an Equal Opportunity Employer