



JOB OPENING

EXECUTIVE DIRECTOR

The Harlow (Kennebec Valley Art Association) is seeking an independent and creative chief executive to lead our member driven, community-based nonprofit and advance our mission to connect and celebrate art, artists and community.

The Harlow is owned by the Kennebec Valley Art Association (KVAA), a membership-based 501(c)3 nonprofit organization founded in Augusta in 1958. The KVAA established The Harlow in downtown historic Hallowell in 1963. Over the past five decades we have shown the work of literally thousands of Maine artists. The Harlow now serves the central Maine community as an arts and cultural center. The gallery is also a destination for art lovers and cultural tourists from all over the state of Maine and beyond. We bring between 6,500 and 7,000 visitors to Hallowell annually. We are supported by over 300 artist and community membership households. The Harlow logs between 600 to 800 visitors monthly on average, drawn primarily from the greater Augusta region, but many will drive an hour or more to see a show at the Harlow. The Harlow was voted "Best Gallery in Maine 2015" by readers of Down East Magazine by popular vote.

The Harlow is a small organization governed by a seven-member board of directors. More information can be found at <http://harlowgallery.org/>. Current staffing (full and part time) includes an Executive Director, a Gallery Manager, and a Marketing Manager. The new Executive Director, working in conjunction with the board and existing staff, will have the opportunity to review existing job duties to ensure optimal benefit to both gallery and staff. **For a full description of the position and its responsibilities, please visit <http://harlowgallery.org/job-opening-executive-director>**

Ideal candidates for this position will share our commitment to art, artists and community, and will bring a variety of experiences and attributes to The Harlow, including:

Experience: Experience in nonprofit or arts administration is ideal, especially in the areas of fiscal management, supervising paid staff and volunteers, and experience in working with a board of directors. Demonstrated ability to carry out the variety of tasks outlined in the position description. Experience in working collaboratively with groups or public or private agencies. Proven capacity for clear and effective written and oral communications, and effective group and people management skills. Experience in fundraising and grant writing, and knowledge of Maine arts industry a plus.

Skills: Collaborative management style; ability to plan, direct and coordinate activities; work with funding providers, community groups and other organizations as necessary; meticulous and conscientious work in regards to deadlines; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies. Ability to analyze, and interpret financial reports, and legal documents; write reports, business correspondence, and procedure manuals; communicate effectively in both written and oral form; and, effectively present information to stakeholders. Experience in use of computer software & cloudware essential, particularly Gmail and Google Drive, Wordpress, Exceed Beyond, Vertical Response, Microsoft Office and business use of social media platforms, especially Facebook, Twitter and Instagram.

Education: Bachelor's of Arts in art, nonprofit management, arts administration, or related field preferred; Master's in nonprofit management, arts administration, or related field a plus.

To apply, send an email with a cover letter detailing your qualifications, resume, and salary requirements to harlowsearch2019@gmail.com.

Resumes will be considered until position is filled. Interviews will begin in early April. The Harlow is an equal opportunity employer.