

**Position Description: Executive Artistic Director of ArtStream, Inc.**

**Job Title:** Executive Artistic Director

**Reports to:** Board of Directors

**Manages:** Several staff members/consultants/contractors

**Budget Size:** \$600,000



### ***Mission***

*Through collaborative performance and lifelong learning opportunities, people with intellectual and developmental disabilities gain the skills and confidence to engage with the world.*

### ***Philosophy***

*We believe that when people make their own choices and are engaged, stimulated, challenged, and inspired, they surpass both their own and others' expectations.*

### ***Vision***

*To build an inclusive world where everyone can perform their art out.*

### **Overview of Responsibilities and Duties:**

ArtStream, Inc. ([www.art-stream.org](http://www.art-stream.org)) is accepting resumes from qualified candidates for the position of Executive Artistic Director.

This position is an exciting opportunity for a proactive, innovative leader who is keen to join an organization that offers inclusive performance opportunities to neurodiverse\* individuals in partnership with neurotypical peer mentors. At ArtStream, participants are motivated by experiences that inspire personal expressions of creativity and imagination that promote flexibility, self-confidence, self-efficacy, and independence.

Performance-based classes, workshops, Theatre Companies, and Cabarets are among the programs that have powered ArtStream for almost 20 years, with the ambitious goal of fueling our ArtStreamers' capabilities and talents and supporting their inclusion and integration into the broader communities of which they are part.

ArtStream seeks an innovative Executive Artistic Director to take the reins from ArtStream's current Interim Executive Artistic Director, who is one of its 5 Founders and its Founding Executive Director.

We are looking for an Executive Artistic Director who will provide compelling, strategic leadership, and commit to a new growth strategy based on fundraising and a willingness to expand the ArtStream model. The Executive Artistic Director will be responsible for articulating the organization's mission, values, and vision, leading the theatrical, programmatic, and organizational strategic direction.

ArtStream is in a transition period, so the new Executive Artistic Director will have the opportunity to recruit talented professionals to join ArtStream's current staff of three, restructure

the organization for optimal growth, build it out in its 19th year, launch an ambitious campaign for its upcoming 20th anniversary, and lay solid foundations for ArtStream's next 20 years!

### **Primary Responsibilities:**

- Work in partnership with the Board of Directors to ensure ArtStream's long-term financial sustainability and operational efficiency
- Set ArtStream's strategic agenda, as well as perform any duties and responsibilities that the Board may from time to time assign to the Executive Artistic Director
- Develop the annual budget in collaboration with Board, Staff, and the finance team (to include, i.a., budget oversight, monthly budget to actuals, financial projections, track grants, insurance, ensure reports are submitted, reporting)
- Promote a standard of excellence for ArtStream
- Design and implement a robust Development program with Board and Staff that includes an annual fundraising plan (including, but not limited to, annual giving, individual gifts, major gifts, Foundation Grants, Corporate and Community giving, Government grants, digital and direct marketing, online giving, events, campaigns—including the 20th anniversary campaign)
- Cultivate, build, and maintain relationships with community members and donors, Government and Corporate entities, and represent ArtStream at public meetings, public events, and performances
- Design, modify, and/or implement new ArtStream programs, monitor programs and performances in collaboration with Teaching Artists and Staff
- Collect quantitative and qualitative data as part of the reporting process to ensure program effectiveness
- Forge partnerships and alliances with new partners and community organizations
- Provide leadership and management to staff in setting goals, training, communication, and accountability
- Provide leadership, motivate and collaborate with Staff, Teaching Artists, Program, Theatre, and Event Managers to recruit, place, and train volunteer peer mentors

### **Qualifications:**

- A Bachelor's or Master's degree; non-profit arts related experience and knowledge of theatre, dance and/or music, preferred
- Knowledge of budgeting and budget management—essential
- Knowledge of theatre and production and strong project management skills—essential
- Knowledge of the culture of Teaching Artists—essential
- Proven experience in human resources and managing Staff
- Strong leadership skills with ability to build, guide, and manage a team
- 5-7 years of non-profit leadership experience

- Experience in fundraising, grant writing, and grant management
- Ability to lead the organization in setting priorities and implementing plans
- Basic knowledge of software applications and database management
- Knowledge of organizations that serve neurodiverse individuals and an ability to promote and represent ArtStream's mission to the public
- Excellent written and verbal communication skills; public speaking experience
- Experience working with a Board of Directors
- Commitment to diversity, equity, inclusion, and access
- Access to reliable transportation to attend events in Washington, DC, Maryland, Virginia (DMV)
- Possess compassion and the ability to work effectively with people of all abilities, as well as their families

### **Work Specifications:**

This is a full-time position. The Executive Artistic Director reports directly to the Board of Directors. The Executive Artistic Director must be available for phone and email contact Monday through Friday. Evening and weekend work will be required to oversee programs, participate in meetings, attend events, performances, and classes.

Work environment: Hybrid job, in person, at offices and venues throughout the Washington DC Metro area

### **ArtStream is an Equal Employment Opportunity employer**

#### **Reasonable Accommodations**

If you require reasonable accommodations during any part of the hiring process, please email us at [jobs@art-stream.org](mailto:jobs@art-stream.org)

Qualified candidates should send resume with work history and cover letter in confidence to: [jobs@art-stream.org](mailto:jobs@art-stream.org)

#### **Compensation**

\$75,000 annual salary, plus health benefits

\*Neurodiverse includes individuals with intellectual and developmental disabilities, including autism.