



Art that makes you talk.

Artistic Director Position Description

The Artistic Director is responsible for the organization's consistent achievement of its mission and its programmatic objectives. Flexible work schedule with evenings and weekend engagements are required. **The position is a full time, exempt position reporting to the Board of Living Arts of Tulsa and working collaboratively with the Operations Manager.**

Living Arts was organized in 1969 for the development and presentation of contemporary art in Tulsa, Oklahoma. We are interested in newly evolving ideas, in the creation of art forms, in exploring the relationship of art to other disciplines and fields of knowledge and in sharing its interests with the community by encouraging the public to attend and participate in creative workshops, performances, exhibitions, films, demonstrations of current art, lectures, related educational activities and research.

We consider art as a basic and functional essential to each person's full development. Living Arts strives to help create an environment in which art may thrive. We are aware, informed and actively participate in cultural history-in-the-making.

Essential Functions:

Leadership

- Stay up to date with trends and issues surrounding contemporary art and art organizations today.
- Provide leadership and vision in the areas of artistic direction and strategic planning for the organization.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Communicate with and maintain positive working relationship with organization volunteers, committee members, board of directors and the Operations Manager.
- Actively participate in local, state and national networks and gain awareness of significant developments and trends in the field.
- Establish working relationships with community groups, organizations, funders and corporations.
- Be an organization spokesperson, representing Living Arts of Tulsa at networking and community events.
- Present reports at monthly board meetings

Programs & Artistic Direction

- Protect and continue Living Arts legacy as an innovator in the context of contemporary arts in the United States and particularly in the context of Tulsa, Oklahoma
- Scout for new art forms to present as part of Living Arts' yearly programming.
- Ensure the successful implementation of all exhibitions, programs, events and special projects.
- Make recommendations for the development of new programs as meets the mission and strategic plan.
- Partner with other arts organizations; mentor and encourage emerging contemporary artists.

Management

- Assist in development of program budgets and adhere to budgets as approved by the Board of Directors.
- Responsible for artist contracts, logistics and relations.
- Supervise program related committees, staff and contractors.
- Collaborate with staff and volunteers on fundraising, grant-writing, public relations and other press activities.
- Work with the Operations Manager to assure completion artist contracts and other legal documents pertaining to programming, including personnel requirements.

OTHER DUTIES AS ASSIGNED

Qualifications

This position requires, MA, MFA or commensurate experience; 5 + years' experience in exhibition, program and/or performance development and management in the area of contemporary art. Candidate needs strong attention to detail; excellent interpersonal, verbal and written communications skills; to be highly organized and creative; able to prioritize and execute multiple tasks; experience working in a fast-paced environment; and ability to work well under pressure. Supports organization's diversity objectives and actively engages diverse leaders, organizations and community at large to ensure success of programs; ability to demonstrate appreciation of different cultures, backgrounds and experiences. Prior nonprofit arts leadership a plus!

To apply, send resume, references and artistic or writing sample to wendy@livingarts.org by **February 28, 2017.**