

Contract for Administrator for the Spanish Peaks Arts Council, Inc (SPACE)

A 501 (c) (3) nonprofit organization

This contract will be in effect from _____ until _____, with the expectation of being renewable, with the availability of adequate funds.

During a training period the administrator will be compensated at a rate of \$13.50 per hour. When the expected responsibilities can be completed without assistance, the rate will increase to \$20 per hour. After the expiration of this contract, the Administrator will be offered the opportunity to evaluate the rate of compensation if there are inadequate funds available, with the approval of the SPACE Board of Directors.

Termination provision: The SPACE Board of Directors may vote to release the executive for poor performance or other related reasons, pay through the month of termination.

Confidentiality clause: Any private information that is confidential or privileged to the organization will not be made publicly available.

Reimbursement of expenses: Certain expenses will be reimbursed, with receipts and purpose of expense provided. This includes supplies and materials needed to operate the facility. Other expenses will be reimbursed with the approval of the SPACE Board of Directors. Whenever possible, expenses should be billed directly to SPACE from the provider.

Job Description

The Administrator is responsible for the overall management of the organization, providing direction to the staff, serving as the Art Council's chief administrative officer. The Administrator will work toward enhancing the Art Council's position as a vibrant community arts center, working under the guidance of the Board of Directors of the Spanish Peaks Arts Council and serves as the official spokesperson along with the Board President for SPACE, communicating policies, programs and services to the public, as well as other organizations and government entities that impact or may be impacted by SPACE.

PRIORITIES AND ONGOING RESPONSIBILITIES

The Executive Director will have responsibility for implementing the organization's strategic goals as determined by the Board of Directors, and will be responsible for the day-to-day administrative functions including and ensuring that volunteers and staff are in place to meet operational needs.

SPECIFIC ADMINISTRATIVE RESPONSIBILITIES

- Checks emails daily and replies or forwards inquiries to appropriate persons
- Keeps current information on social media, SPACE website, and Bachman's Event calendar
- Provides schedules of shows and events to the Library and Tourism Board.
- Make sure Gmail contact list is current.
- Provide gift shop manager a current membership list monthly
- Printing of a quarterly newsletter and mail to members and govt. officials who don't have email addresses or who request mailed copies.
- Email newsletters to current members, with special messages to members whose memberships have recently lapsed.
- Obtains Liquor permits and updates other required legal documents.
- Provide W-4 forms to new employees and other required documentation
- Evaluate insurance needs and requirements.
- Attends special community arts-related events, representing SPACE and *SPACE receptions*
- Works with gift shop manager to make sure staff is completing responsibilities as expected
- Obtains office supplies in a timely and cost effective manner
- Supervises building maintenance needs. Needs above the amount allocated in the budget will be approved by the Board.

Oversees outdoor maintenance, including watering, weed removal, Box Elder bugs, and snow removal

- Submits a monthly time sheet, with itemized days, hours, and description of type of work

Coordinates fundraising efforts, including grants, fundraisers, volunteers, and membership base.

- Makes sure deadlines are met for grant applications, reviews grant applications for accuracy, and completes final reports for grants before their deadlines.
- Holds meetings for fundraising events and oversees publicity, volunteers, expenses and income.
- Oversees membership drive

Administers program activities

- Updates contracts for paid program managers for *Art in the Park, Children's Art Workshop, Teen Art Workshop, Adult Art Workshops*
- Seeks and interviews applicants for programs, reporting to the Board with recommendations
- Hires and oversees the program managers, with approval of the Board of Directors.
- Provides reports to the Board on the programs once completed, including pictures. (needed for grant writing and website)

Reports to the SPACe Board of Directors for the proper administration of all policies & operations.

- Works closely with the Board of Directors and participates in board discussions when appropriate.
- Coordinates preparation of agendas for the board meeting with the Board President.
- Attends all board meetings. (Every other month, 3rd Thurs. 9:30 am)
- Prepares reports and related information for decision-making purposes.
- Responds to inquiries and keeps the Board of Directors informed of important issues that may affect the administration of the organization.

SIGNED

Name _____ Date _____

Name (print) _____

Mailing Address _____

Email address _____

Phone _____ Other phone _____

Social Security # _____

SPACe Board President _____ Date _____

signed