



Old Babylon Town Hall • 47 West Main Street • Suite 4 • Babylon, NY 11702
Phone: (631) 587-3696 • www.babylonarts.org

JOB ANNOUNCEMENT

Position: Executive Director

Full-Time (40 Hours/Week) - Babylon, NY

Salary Range: \$50K - \$55K

General Description: The Executive Director of the Arts Council is responsible for leading the organization, overseeing its general operations, artistic and strategic direction, and administrative and financial management while implementing strategies to promote and support the arts within the community. This position requires a visionary leader who can balance artistic integrity with operational and financial sustainability, advocate for the arts, and foster partnerships with local stakeholders.

Organization Overview: The Babylon Citizens Council on the Arts (BACCA) is a not-for-profit cultural resource center for the arts that serves the needs of residents, artists, and art organizations in the township of Babylon. Incorporated in 1974, BACCA is designed to sponsor and develop artistic, cultural, and educational programs or services. The Board of Trustees has set goals to promote and encourage artists in their endeavors through consulting, promotion, technical assistance, and other resources. We aim to present quality cultural programs and opportunities for local artists to promote their craft.

Responsibilities:

- Develop and implement a strategic plan with the Board of Directors to achieve the Arts Council's mission and goals.
- Serve as the face of the Arts Council, advocating for the arts' importance in education, community, and economic development.
- Actively engage with local artists, organizations, institutions, municipalities, and community members to promote the arts council's programs and mission.
- Foster innovation in artistic programming, ensuring a diverse, inclusive, and culturally relevant offering of art experiences.
- Conducting day-to-day administrative and office management tasks.
- Leading and managing a team of staff and volunteers
- Retaining and supervising all independent contractors, consultants and vendors
- Planning classes, workshops, programs and special events.
- Curating art shows and overseeing the receipt of artwork.
- Attending and supervising all programs and events.
- Overseeing, organizing, managing, and facilitating annual outdoor festivals.
- Overseeing the activities and general operations in multiple facilities/physical locations.
- Overseeing capital projects

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BACCA is an equal opportunity employer that values inclusion and diversity. We are committed to ensuring that all qualified applicants receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, status as a veteran, disability or any other federal, state or local protected class.

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- Developing and implementing new programs.
- Soliciting funds and aiding in fundraising plans and programs
- Aiding in the creation and execution of the annual budget developing and reviewing all RFP's and public bids.
- Seeking, obtaining, managing, and providing timely and accurate reporting on government (state, county, federal), private and foundation funding.
- Advocate for policies and initiatives that support the arts within the local and broader community.
- Represent the Arts Council at public events, media appearances, and conferences, enhancing the organization's visibility and impact.
- Coordinate publicity and create visual aids for events and programming
- Oversee use of technology and development of content for website, social media, print materials, and electronic promotions.
- Coordinating comprehensive membership drives, planning and executing membership events and outreach programs and formulating strategies for new membership inducements and incentives.
- Presenting information to the Board of Directors with written and verbal reports, including financial reports.
- Manage organization funding and maintain accurate data for final reports.
- Developing long and short-term goals, plans, and organizational vision.
- Attending and serving as a non-voting member on all board committees.
- Provides technical assistance for artists and arts organizations.
- Willing and able to work extended flexible hours on some weeknights and weekends.

Key Qualifications & Experience:

- A bachelor's degree in arts administration, non-profit management, business, or arts and culture-related field is preferred.
- Minimum of 2 years of progressive leadership experience in a non-profit, cultural, or arts organization.
- Proven experience in fundraising, grant writing, and resource development.
- Proven experience in program development, management, and evaluation.
- Strong financial management skills, with experience managing budgets and financial reporting.
- Exceptional leadership, team-building, and communication skills.
- Passion for the arts and a deep understanding of the role of the arts in community and economic development.
- A knowledge of Long Island arts organizations and artists and a broad knowledge of the arts
- Experience with marketing and communications, especially using new technologies such as social media, digital advertising, and web management
- Knowledge of best practices in technology and web security
- Ability to engage and collaborate with diverse stakeholders, including artists, donors, board members, and community leaders.

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Key Competencies:

- Strategic thinking and vision
- Fundraising and financial acumen
- Collaborative leadership
- Community and stakeholder engagement
- Effective written and verbal communication and public speaking
- Proactive ability to manage multiple projects, priorities, and deadlines effectively
- Innovation in program development
- Commitment to diversity, equity, and inclusion

Other Requirements:

- Must reside on Long Island
- Perform all other duties as apparent, required, or assigned by the Board of Directors

To Apply, submit a cover letter and resume detailing qualifications, vision for the future of BACCA, and at least two references.

Please send your application to submissions@babylonarts.org by November 9, 2024.