



Founded in 1985 as Very Special Arts Wisconsin, our mission is to expand the capabilities, confidence, and quality of life for children and adults with disabilities by providing programs in the arts. The participants served by ARTS for ALL Wisconsin cross all disability categories, including physical, emotional, and behavioral, and cognitive.

# Art Director

## Position Description

The new AFA Art Director will enter the organization at an exciting time. We are seeking an innovative, creative, motivated, and ambitious person for this role, ready to help us help artists with disabilities of all ages throughout Wisconsin. The Art Director will lead all programs directly linked to visual art, including Call for Art, the Traveling Exhibition, Curated Collections, and our Exhibitions & Artists program. Overall areas of focus include gallery shows, art sales events, artist representation, and more.

Reports directly to the Executive Director and is expected to demonstrate professional written and oral communications and technology skills to manage and grow the organization's programming and projects associated with art and merchandise. Will work in coordination with the Executive Director and staff but is expected to work independently to develop recommendations using a high level of initiative, judgment, and analysis in the performance of the responsibilities described below. Other responsibilities may also be designated.

### **GENERAL**

- Identify and document art and artists for exhibits, on and off-site sales, merchandise, image use, etc.
- Correspond with artists with a wide range of abilities, secure agreements, and documents, gather artist biographies and coordinate storage, delivery, and return of artwork
- Record, inventory, and label art submissions
- Create and assist with creation, update, and distribution of public awareness, promotional and artist related media and materials in accordance with branding
- Record and manage data and perform quantitative and qualitative analysis to measure outcomes, determine best practices and provide funding support
- Develop program strategies and long-term goals for growth opportunities
- Create and manage timeline of events including deadlines, roles, responsibilities and measurables
- Maintain electronic inventory of contacts, artists, artworks, merchandise, and volunteers
- Identify, purchase, and maintain supplies for art exhibits, sales, and events per budget
- Safeguard assets and maintain an accurate accounting of all transactions



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**for**  
**ALL**  
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ARTSFORALLWI.ORG

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- Investigate, identify, solicit, and optimize exhibit and sales opportunities and in-kind resources
- Promote and cultivate effective relationships with program and financial partners including artists, participants, support providers, staff, volunteers, peer organizations, donors, and media
- Recruit, secure, schedule and coordinate volunteer assistance with inventorying, preparation, set-up, maintenance, customer service, dismantle and restoration
- Identify and determine staff assistance; make recommendations to supervisor

## **REQUIREMENTS**

- Automobile travel within the state of Wisconsin driving organization's van or reliable personal vehicle when van not available.
- Valid driver's license in good standing
- Frequent lifting/carrying up to 25 lbs., packaging/unpackaging, bending, squatting, twisting, and walking
- Occasional climbing stairs/ladders, lifting/carrying up to 30 lbs., reaching (overhead and at or below shoulder), loading/unloading and pulling/pushing flatbed/hand cart

## **HOURS/SCHEDULE**

- Full-time ( $\geq 40$  hours per week)
- Requires flexibility to attend evening and weekend programs and events
- Anticipated Start November 2021

## **JOB TYPE**

- Salaried, exempt

## **BENEFITS & SALARY**

- \$45-50,000 annually
- Paid holidays and sick, vacation, and personal leave
- Health, Dental, Vision plan
- Disability Benefits
- 401(k) retirement plan

## **TO APPLY**

Interested candidates please send cover letter and resume to Christina Martin-Wright, Executive Director, by October 30, 2021 via email to [christina@artsforallwi.org](mailto:christina@artsforallwi.org)