

## Job Description –Director of Evendale Cultural Arts Center \*(ECAC), Part-time position

### Job Summary:

We are seeking a part-time individual to serve as the Director of the ECAC, overseeing all day-to-day administration and work of the ECAC, while providing strategic leadership for the activities, instructional programs, excursions and exhibits of the ECAC. This individual would need to have a deep interest in the arts. Computer experience in Excel, PowerPoint, and MSWord is necessary. A college degree and/or experience in running cultural arts programs is preferred.

### RESPONSIBILITIES

#### Programs:

- ~ Provide the leadership to meet the expectations of the citizens of Evendale and the ECAC Commission in developing and implementing a varied arts instructional program, cultural services and exhibits, including the annual Evendale Fine Arts Exhibit.
- ~ Dare to try new directions and untried expressions of the cultural arts within the parameters of the stated vision and mission of the ECAC.
- ~ Create, publish and maintain an up-to-date schedule of ECAC activities and a layout of facility usage with Excel.
- ~ Exhibit updated program session offerings on village website and in other village media.
- ~ Screen, interview and recommend instructors to the ECAC Commission.
- ~ Monitor and work to resolve any issues with active programs, classes and instructors.
- ~ Keep track of student sign-ups, notify instructors via email; coordinate dispensation of fees with instructor and student(s) with respect to class minimums and/ or cancellations.

#### Public Relations & Marketing:

- ~ Advertise effectively ECAC cultural arts programs to the village citizens and the surrounding communities to increase participation.
- ~ Promote, encourage and facilitate interest in the Arts in our village through classes, workshops, recitals, exhibits and group activities and excursions.
- ~ Maintain contact and positive relations with instructors on program issues.
- ~ Publish an article or flyer in Mayor's monthly newsletter.
- ~ Update website ECAC information.

#### Administration:

- ~ Attend monthly ECAC Commission meetings as requested and contributing, when necessary, to the ECAC Commission agenda with the Commission Chairman.
- ~ Recommend Evendale Cultural Arts Center improvements and policy changes to the ECAC Commission.
- ~ Develop and implement the strategies that meet the objectives of the ECAC Commission, to include preparing reports as requested by the ECAC Commission.
- ~ Maintain a complete record of minutes, policies, procedures adopted by the ECAC Commission.
- ~ Oversee the receipt and processing of instructor agreements and exhibit contracts; maintain files of these records.
- ~ Represent the ECAC at local and regional meetings of related associations, when appropriate.
- ~ Work with the Mayor and the ECAC Commission to establish an annual budget for ECAC.
- ~ Coordinate with the Village Treasurer for the ECAC any purchases and fees authorized by the ECAC Commission, and maintain financial records for the ECAC Commission of these expenditures .
- ~ Provide monthly expenditure reports to the ECAC Commission. These will include an annual end-of-year accounting of monies received and expended by the ECAC.
- ~ Pursue grants as authorized by the ECAC Commission.
- ~ Undergo annual review of Director position.

This Job Description may be modified at any time as needed by the ECAC Commission.

**VILLAGE OF EVENDALE**  
**10500 READING ROAD**  
**Evendale, Ohio 45241-2474**  
**Tel. (513) 563-2244**

To contract a department directly:  
Administration 563-2244  
Fire Dept. 563-2248  
Police Dept. 563-2249  
Recreation Dept. 563-2247

**EMPLOYMENT APPLICATION**

POSITION FOR WHICH YOU ARE APPLYING	DEPARTMENT	DATE OF APPLICATION
LEGAL NAME LAST	FIRST	FULL MIDDLE NAME
RESIDENCE ADDRESS (NUMBER, STREET, APT, CITY, COUNTY, STATE AND ZIP CODE)		RESIDENCE PHONE AND AREA CODE
DO YOU HAVE A VALID OHIO DRIVER'S LICENSE YES <input type="checkbox"/> NO <input type="checkbox"/>		
DO YOU HAVE A VALID OUT-OF-STATE DRIVER'S LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>		
ARE YOU OVER 18 YRS OF AGE YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES	
ARE YOU OVER 21 YRS OF AGE YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	

**EDUCATIONAL BACKGROUND**

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
COLLEGE				<input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH				<input type="checkbox"/> YES <input type="checkbox"/> NO	
ELEMENTARY				<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER LICENSES OR CERTIFICATES				<input type="checkbox"/> YES <input type="checkbox"/> NO	

*VILLAGE OF EVENDALE IS AN EQUAL OPPORTUNITY EMPLOYER*



# WORK HISTORY

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	Mo.	Yr.	Mo.	Yr.				
	DESCRIBE THE WORK YOU DID:							
TELEPHONE								
NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	Mo.	Yr.	Mo.	Yr.				
	DESCRIBE THE WORK YOU DID:							
TELEPHONE								
NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	Mo.	Yr.	Mo.	Yr.				
	DESCRIBE THE WORK YOU DID:							
TELEPHONE								
NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	Mo.	Yr.	Mo.	Yr.				
	DESCRIBE THE WORK YOU DID:							
TELEPHONE								

**ALL APPLICANTS MUST SIGN THE FOLLOWING CERTIFICATE**

I CERTIFY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MADE IN THIS APPLICATION MAY BE CAUSE FOR DISAPPROVAL OF MY APPOINTMENT OR FOR DISCHARGE AFTER APPOINTMENT. I FURTHER REALIZE THAT ANY FALSEHOODS MAY SUBJECT ME TO PROSECUTION UNDER OHIO REVISED CODE SECTION 2921.13.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_