

Barn Arts Seeks General Manager

Organization and Position Overview

Barn Arts is a nonprofit organization based in Bass Harbor on Mount Desert Island in Maine and founded in 2008. Barn Arts operates out of a small, hundred-year-old Barn that was formerly an antique shop and over the last decade, the organization has grown to support the work of hundreds of artists and local students through residencies, workshops, productions, and events. Barn Arts received its 501(c)(3) status in 2018 with a mission to make the arts and creativity a vital part of life on MDI and beyond by bringing people together.

Barn Arts is seeking a General Manager to serve in a leadership position and provide structure and accountability as Barn Arts shifts and grows into the future. The ideal candidate should have experience working in the nonprofit sector and a passion for the arts, creativity, and supporting young people. They will be comfortable leading a young and flexible nonprofit and working closely with the organization's Board of Directors and its Founding Artistic Director.

The 2020 Barn Arts season includes residencies for artists developing new work in January-June and September-December and educational programming that corresponds to the scholastic calendar. Given the seasonal nature of the programming, the GM will be expected on-site full-time (40hrs/week) from January 1st-June 20th and September 1st-December 31st, with the option of remote work in the off-season.

As the organization shifts to a leadership structure that fits its transition into a nonprofit, the GM position will evolve through collaboration with the Board and Artistic Director. Barn Arts is looking for a passionate, dedicated, and meticulous individual to grow with the organization by joining in strategic planning activities and taking an active role in shaping the future of Barn Arts..

Compensation for the position is offered at \$24,000.

Position Description

The General Manager will be responsible for:

1. Managing the Residency Program
2. Executing the Education Program
3. Serving as a lead administrator for the organization

Residency Program

The Barn Arts Residency Program is the programmatic cornerstone of Barn Arts, which has supported the work of over 700 artists since 2008 through one-week residencies to develop new work at no charge to the artists. In the 2020 Season, Barn Arts will host 12 residencies in March-June and September-October. The specific responsibilities for the Residency Program include:

- Communicating and coordinating to plan with current and potential Resident Artists and local Residency Partners;
- Supporting Resident Artists and Residency Partners during residencies with needs and requests related to housing, travel, food, rehearsal and performance venues, and community events;
- Ensuring for the maintenance of the accommodations, rehearsal, and performance space to a level that is comfortable for resident artists and reflects well on the community.

Education Program

In addition to the Residency Program, the GM will be responsible for executing the Education Program, in which Barn Arts Teaching Artists work directly with students and educators to integrate the arts with classroom activities. In the 2020 Season, Barn Arts will produce six education programs in partnership with five different schools, libraries, and community organizations in and around Mount Desert Island. Specific responsibilities related to the educational program include:

- Collaborating with the Artistic Director to execute all pre-existing Educational Program commitments.
- Maintaining relationships with all current Educational Program partners and working with them to develop and implement future programming.
- At the GM's discretion, researching, developing, or implementing new curriculums and programs for the MDI community.

Lead Administrator

The General Manager will also serve as a lead administrator for the organization, responsible for tasks regarding the finances, communications, and development needs of Barn Arts.

Specific administrative duties include:

- Carefully maintaining an active budget and monitoring all revenues and expenses commensurate with the expectations of a 501(c)(3) nonprofit.
- Collaborating with the Board and the Artistic Director on revenue-generating activities including but not limited to program ad sales and fundraising events.
- Planning and executing communications initiatives (in print, social, and live media) to inform the community about public events and educational programs as well as raising awareness and enthusiasm and encouraging participation in Barn Arts programs and activities.
- Representing the organization to the local community and a global community of artists, including past, present, and potential Barn Arts Resident Artists

Please submit a cover letter, resume, and contact information for three references to andrew@barnarts.me. Interested candidates should feel free to reach out via email or call 207-412-9435 with questions or for more information.