



The Art Film Foundation on behalf of The Art Theater
126 W. Church St.
Champaign, IL
www.thearttheater.org

About The Art Film Foundation and The Art Theater

The Art Theater builds a creative, compassionate, and critical community through the exhibition of great cinema & media arts.

A non-profit cinema in downtown Champaign, the Art Theater presents hundreds of films, festivals, special series, and public discussions every year. Our curated film program includes new releases and special engagements highlighting marginalized cinema artists. We generate enthusiasm and significance for cinema through our education initiatives at the theater, and regularly partner with community and educational organizations. As a non-profit, member-driven program of the Art Film Foundation, we aim to be a model community cinema, and are aligned with the mission and vision for art house theaters as articulated by the Art House Convergence.

Executive Director Job Description/Responsibilities

Date of Hire: May 1, 2018

Full-time, but will consider 75%

Reports to the Board of Directors of the Art Film Foundation

The Art Film Foundation is seeking an Executive Director skilled in the areas of fundraising, organizational management, staff management, and community relations. Responsibilities of the position include:

Finance and Development

- Develops both short- and long-range fundraising strategies for the organization;
- Researches, writes, and submits grant proposals;
- Oversees, implements, and operates within board-established budgetary guidelines;

Operations and Administrative

- Oversees the overall leadership of the Art Theater;

- Serves as the primary public face of the Art Theater in the community as well as the media;
- Promotes and supports the mission of the Art Theater in the CU community and among arthouse cinemas nationally;
- Leads the organization's strategic planning to ensure that the Art Theater can successfully fulfill its mission into the future;
- Works closely with the Board of Directors and maintains a productive relationship between Board and Staff;
- Determines and implements staff structure, staff job descriptions, and staff review procedures;

Programming and Outreach

- Establishes and maintains relationships with distributors and film booker;
 - Promotes Art Theater programming and events throughout the community;
 - Promotes and maintains relations with sister institutions and local community organizations;
 - Develops and projects theater's public image;
 - Positions the Art Theater as an integral member of the CU community;
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Desired Qualifications

- Previous experience working in management, arts administration or the nonprofit sector;
 - Strong leadership and management skills;
 - Strong fundraising and grant writing experience;
 - Public speaking skills and strong written and verbal communication skills;
 - An understanding and appreciation of the Art Theater's mission;
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To apply, send a cover letter and resume to the Search Committee: secretary@artfilmfoundation.org

All email applications should have the following text in the subject header: **The Art Film Foundation – Executive Director.**

Any questions can also be directed to: Dora Valkanova, dora@artfilmfoundation.org

Priority will be given to application received by March 31, 2018

The Art Film Foundation is an equal opportunity employer and does not discriminate in employment.