



### Organization

Center for the Arts (The Center) is a hub for cultural, artistic, creative, and educational activity in Jackson Hole, Wyoming. With a mission to connect the creative community by providing a dedicated campus, supporting excellent programming, and nurturing a collaborative spirit, The Center is proud to share its 78,000-square-foot campus with 19 inspired local, regional, and state-wide nonprofit resident partner organizations that call The Center home. These resident partners—independent arts and education organizations that represent more than half of the cultural nonprofits in Jackson Hole—include the Art Association of Jackson Hole, Dancers' Workshop, Jackson Hole Public Art, Jackson Hole Wildlife Film Festival, Off Square Theatre Company, University of Wyoming Outreach School, and Wyoming Humanities Council, among many others.

Beyond the range of events staged by these resident partners, The Center Presents series offers a diverse selection of music, spoken word, film, and family programming to enhance the cultural vitality of Jackson Hole. Summer 2018 programming includes Mary Chapin Carpenter, Béla Fleck and the Flecktones, Rickie Lee Jones, and Rodrigo y Gabriela. The Center's Creative in Residence program invites guest curators to utilize The Center campus to create installations and exhibits to inspire the community. Campus Exhibitions add visual vibrancy by supporting and showcasing a diverse group of visual artists through the juried Center Theater Gallery art exhibitions, youth art displays, artist talks, workshops, and more.

Centrally located just two blocks away from Jackson's town square, The Center opened in 2007. A decade later, in 2017, there were nearly 4,000 performances, seminars, classes, and community activities, with 125,000 people visiting the campus. The Center encompasses the 530-seat Center Theater, 100-seat Black Box Theater, rehearsal space and practice rooms, dance studios, over 10,000 square feet of visual arts studio and gallery space, a park, and administrative offices for resident partners and The Center staff. In 2016 The Center signed a 99-year campus lease with the Town of Jackson and Teton County.

The Center operates on an annual budget of approximately \$3.5 million, of which 51 percent comes from donations and sponsorships, 19 percent from ticket sales, and 15 percent from leases. It is governed by an energetic and committed 19-member board of directors, with support from a staff of 15 employees. The Center has just launched a campaign to grow its endowment from \$2 million to \$12 million under the banner of two goals: to manage immediate and future costs associated with providing a state-of-the-art arts center for the community and to secure ample funding to support a diversity of innovative programming.

### Community

"Yonder is Jackson Hole, the last of the Old West," reads the sign at Teton Pass, overlooking the valley below. Grand Teton National Park occupies the northwestern part of the Jackson Hole valley, while the Snake River meanders through the entire valley from its headwater in Yellowstone National Park. Within these extraordinary natural surroundings sits the Town of Jackson, with a population of just over 10,000 residents, at an elevation of 6,237 feet. National Center for Arts Research ranked Jackson second among the Top 10 Arts-Vibrant Small Communities in the United States, describing the town as "a mountain community of great beauty and innovation" in which "all arts forms are represented, at times recognized nationally or internationally for excellence." In addition to The Center and its many resident partners, Jackson is home to the National Museum of Wildlife Art and the Grand Teton Music Festival. It is also in the top 1 percent in the country for independent artists per capita.

While more than 2.6 million people visit Jackson Hole annually for the unparalleled natural beauty and recreational opportunities, such as skiing, hiking, fly-fishing, and rafting, there is much more that Jackson and Teton County offer to residents. Teton County, with a population of approximately 25,000 residents, is one of the wealthiest and healthiest in the nation. Among K-12 educational options, Jackson Hole High School was ranked number one in Wyoming in a recent *U.S. News & World Report*. The county boasts a 98 percent high school graduation rate, which is above the national median, and nearly 60 percent of the county population has an advanced degree. Philanthropy and volunteerism are strong: the community supports one of most innovative and successful

fundraisers in the nation, Old Bill's Fun Run for Charities, which raised over \$12 million from approximately 3,800 donors in 2017. Jackson's housing costs are comparable to major metro areas, which is offset somewhat by the 0 percent state income tax.

Sources: cfjacksonhole.org; jacksonholechamber.com; jhnewsandguide.com; mcs.smu.edu/artsresearch2014/; usnews.com; visitjacksonhole.com

## Position

Reporting to and working closely with the board of directors, the President & Chief Executive Officer (CEO) will be responsible for the overall success and creative growth of The Center, including the vibrancy of its programs and campus, quality of its resident partnerships, financial sustainability, and impact. The CEO will oversee The Center's programming, strategic partnerships, development, marketing, financial management, production, and operations, as well as supervision and development of its human resources. The CEO will maintain an active presence in Jackson, surrounding communities, and Teton County in order to build a strong brand, visibility, and financial support for The Center, working collaboratively with board and staff members, resident partners, other arts organizations, and community members to fulfill The Center's mission.

## Roles and Responsibilities

### Strategic Planning and Programmatic Vibrancy

- With the board, set the vision for The Center as a campus dedicated to a comprehensive performing and visual arts program and oversee short-term operational and long-range strategic planning and implementation processes.
- Serve as chief spokesperson and establish a broad public image for The Center, clearly articulating the needs of and long-term impacts on the community it serves.
- Initiate, develop, and ensure strong collaborative and effective relations with The Center's resident partners and other arts organizations to support joint programming and success.
- Build and maintain relationships with key community stakeholders, including city and county government officials, regional and state arts leaders, and other stakeholders, in achieving mutually beneficial outcomes.
- Engage with board and staff members, resident partners, and other arts and community stakeholders to better understand community needs and interests, obtain feedback, and set the direction for The Center.
- Oversee the planning, scheduling, management, and evaluation of a diverse array of programming activities.
- Affirm The Center's role in a vital regional arts community with multiple constituents and develop relationships that enhance the goals of that larger community.

### Contributed and Earned Revenue Enhancement

- Drive the formulation and implementation of fundraising strategies to increase financial resources through annual fund, special event, planned giving, capital, and endowment fundraising activities.
- Energize corporate sponsorship opportunities, foundation and government grants, and special campaigns to maintain The Center's investment in a thriving arts sector.
- Participate actively in the cultivation and solicitation of major donors, individuals, foundations, corporations, and government.
- Supervise marketing and communication strategies and initiatives that maximize ticket sales, lease and rental revenues, and other earned revenue opportunities.
- Ensure the highest levels of excellence in the delivery of outstanding customer service.

### Governance and Financial Accountability

- Collaborate with the board to ensure strong fiscal health and organizational governance, providing support to best utilize the talents and resources of board members, stimulate involvement, and recruit new members.
- Advise the board and its committees on matters within the CEO's scope of responsibility to promote the efficient operation of The Center.
- Develop and maintain fiscal responsibility for the annual operating budget and financial objectives of The Center and provide the most effective use of financial resources, working closely with the board.

- Establish sound financial management and administrative policies and maintain accurate financial records and monthly reports for board review.
- Understand and maintain compliance with best accounting practices, tax filing requirements, and audits.
- Initiate ongoing effective communication with the Board Chair, board of directors, staff, resident partners, volunteers, and other stakeholders.

### Management and Operations

- Supervise a diverse staff, including professional, creative, technical, clerical, maintenance, and volunteer workers, to ensure patrons, resident partners, artists, students, and community members have a welcoming and high-quality experience.
- Hire, train, mentor, evaluate, and create accountability measures for staff and volunteers while actively addressing their concerns in creating a safe and productive work environment.
- Recommend staffing levels, facilitate employee development, and maintain an environment where diverse individuals bring various talents, skills, and cultural competencies together to achieve common goals.
- Monitor programming, operations, and facilities personnel to ensure that the organizational policies are efficient and effective in resource utilization.
- Ensure that all activities in The Center are consistent with The Center's mission and values and meet contractual agreements as well as legal and ethical obligations.
- Create and actively promote a comfortable and welcoming environment where every stakeholder is treated with dignity and respect in a friendly and personal manner.

### Traits and Characteristics

The CEO will be a strategic, entrepreneurial, diplomatic, and resilient leader who can articulate a vision and set the tone for The Center as a vibrant hub for a broad array of artistic, cultural, educational, and community activity. A steady hand, the CEO will demonstrate an appreciation for practical accomplishments and the ability to balance the strategic with the day-to-day, as well as the external- and internal-facing requirements of this position. Valuing creativity and self-expression, the successful candidate will be an intuitive and versatile self-starter, who possesses the following key competencies:

- **Leadership and Personal Accountability** – The ability to organize and motivate other people with a sense of purpose and direction while being accountable for personal and professional actions.
- **Stakeholder Focus** – The commitment to the satisfaction of patrons, resident organizations, board and staff members, and volunteers, with a high value on multiple stakeholder needs.
- **Planning, Organizing, and Managing Time and Priorities** – The capacity to ascertain top priorities, anticipate outcomes and risks, and establish courses of action to ensure work is completed effectively and the desired outcomes are delivered within allotted time frames.

### Qualifications

Qualified applicants must have a bachelor's degree (master's degree preferred) plus a minimum of five to seven years of increasing responsibility in a senior management role at an arts center or similar broad-based arts, culture, education, or community organization. Candidates should also possess a solid track record in donor stewardship and the successful solicitation of major gifts, as well as a strong command of the business of running a multi-disciplinary arts center, including theater and financial management, staff development, and communication skills. Candidates must know how to work effectively with board members, staff, resident organizations, volunteers, and other community leaders and demonstrate a commitment to The Center's values of stewardship, excellence, inclusion, creativity, and respect. The Center and the community will appreciate and embrace candidates who love both winter and summer sports and the great outdoors, as well as those who demonstrate a genuine commitment to Jackson as their home.

## Compensation and Benefits

The Center provides competitive compensation and a standard benefits package, including health insurance, retirement plan, paid time off, and holidays, in addition to the extraordinary quality of life and outdoor recreation opportunities offered by the beautiful Jackson Hole region.

## Applications and Inquiries

Please submit a letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred) to:

Ms. Rebekah Lambert  
Senior Vice President



818 SW 3<sup>rd</sup> Avenue, Suite 236  
Portland, OR 97204-2405  
Tel (888) 234.4236 Ext. 207  
Email [TheCenter@ArtsConsulting.com](mailto:TheCenter@ArtsConsulting.com)

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