

EXECUTIVE DIRECTOR (Part-Time)

Gallery Night Providence

Gallery Night Providence is seeking a Part-time Executive Director. We are an independent, member-supported, not-for-profit (501(c)3) organization. Since 1996, Gallery Night has worked towards its mission of bringing art to the people and people to the arts.

Responsibilities

- Coordinating physical and virtual gallery tours on monthly Gallery Nights, March through November.
- Leadership of the organization in coordination with the Board in order to ensure that the mission and core values are practiced and upheld.
- Recruiting and managing qualified contractors, volunteers and interns.
- Serving as a public face of Gallery Night. Overseeing public relations, including local media, social media, and annual report.
- Advocating for Gallery Night to city and state government officials.
- Acting as liaison with community members and organizations to foster meaningful partnerships.
- Fundraising: Donor cultivation, grant writing, annual appeals, soliciting sponsorships, and special events.
- Clearly communicating financial needs and expenses with the Treasurer.
- Promoting Gallery Night's commitment to equity, inclusion, and accessibility.

Qualifications

- Passion for the arts. Has the ability to develop the organization and thrives under self-direction.
- Leadership and program management or fundraising experience.
- Strong understanding and enthusiasm for volunteer management.
- Communicates clearly and effectively in person and in writing.

Payment

- This position is as a consultant and will be issued a 1099. The budget is \$300/week. It is expected the contractor will do the job effectively in 15 hours per week. Flexibility to work remote with some in-person activities and events required.

How to Apply:

Send a resume, cover letter, and three references to gallerynight.prov.submissions@gmail.com by **October 1st**. Please put "Executive Director" in the subject line.