



Executive Director Job Description

Antenna is seeking a full-time executive director for its office in New Orleans, LA. An ideal candidate will possess knowledge and experience in contemporary art and artist-run spaces, an exceptional capacity for strategic direction, and willingness for on-the-ground action. Antenna is a leader in its home community, therefore a solid grounding in racial equity and social justice and a sophisticated approach to community engagement and partnership are a must. The executive director will collaborate with the board of directors, staff and artist collective to promote Antenna's mission, vision and values.

MISSION

Antenna is a New Orleans-based art organization committed to being a vital participant in the life of the city through the creation and support of artist and writer-driven programs. Antenna programming began as a relief from rebuilding and a tool for the city's recovery during the aftermath of the 2005 hurricanes. It has since expanded to offer a robust slate of literary, visual arts, and arts education programming. It serves as a welcoming entry point into the arts for New Orleans audiences and an engine for cultural production, especially creative endeavors with transformative approaches to social justice.

Through its programming, Antenna supports creator-driven projects featuring new and relevant contemporary visual art and literary works. It has an impressive programming schedule that supports a yearly exhibitions program in its [gallery spaces](#) on St. Claude Avenue, a national artist residency program named [Spillways Residency](#), our popular online publication [Antenna::Signals](#), a citywide 24-hour [Draw-A-Thon](#) and [Paper Machine](#), a printshop housing cutting edge print technologies. Additionally, Antenna's regranting program, [Platforms Fund](#), provides support for the development and presentation of self-organized artistic projects in and around New Orleans. All of our programs engage a diverse group of artists, wildly ambitious projects and draw audiences from across the Greater New Orleans area.

RESPONSIBILITIES

Leadership

The executive director leads by example, helping to facilitate an effective staff and aiming to build an organization that supports New Orleans' artists, culture bearers and creative practitioners. They are passionate about the work Antenna does and have an integral understanding of the spirit, history and mission of the organization. This thoughtful art leader will plan Antenna's growth onto the national stage, will continue to recruit a diverse staff and will be committed to a healthy work environment that promotes continued learning through professional development opportunities.

Duties:

- Promote and carry out Antenna's mission, values and goals while building on its proven reputation and sustainability of operations.
- Support artists, cultural bearers and creative practitioners of all practices at different career stages while listening to their concerns and addressing challenges of the local art community.
- Have a growing understanding of the current discourse around equity and social justice and be committed to learning when more training is needed.
- Lead through a lens of equity and represent Antenna in the local and national field of similar discourse.
- Conduct Antenna's business with highly ethical behavior and professionalism.
- Report to the board of directors.



Resource Development

The executive director leads Antenna's resource development plan and fundraising efforts that include individual, corporate and foundation solicitations, relationships and stewardship, and earned revenue.

Duties:

- Responsible for directing resource development, including devising and implementation of an annual plan.
- Provide guidance and direction to the development coordinator around funding approaches, cultivating relationships with funders.
- Review and provide feedback to the development coordinator on grant proposals, project budgets, and reports.
- Strategize around current and new fundraising efforts in collaboration with the board and staff.
- Provide continuity in relationships with core donors and foundations, and foster new relationships where possible.
- Oversee grants management and stewardship of all funds raised.

Program Management

The executive director sets the tone for and oversees the artistic vision of Antenna programming in collaboration with the board and staff. They are thoroughly familiar with Antenna's programs and can be an articulate representative of these programs and the organization's mission to a wide array of audiences. They support staff in developing, implementing and evaluating all aspects of Antenna's core programming.

Duties:

- Supervise all staff and oversee the maintenance of programming.
- Work with the board and staff to develop and implement a strategic plan and track progress.
- Host regular staff meetings to strengthen programming and streamline processes.
- Maintain ongoing opportunities for staff to provide feedback on program operations.
- Hire staff and contractors where necessary for programmatic initiatives with board consultation.
- Attend regular gallery collective meetings and Antenna's activities (i.e. exhibitions, readings, screenings, etc.).
- Oversee management of both facilities (main gallery space and Paper Machine).

Public Relations/Cultural Policy

The executive director is a creative changemaker and inspires the staff, board and artist collective to be engaged in relevant discourse and action in the local and national art field. They work to elevate the profile of Antenna by being engaged with audiences as well as peer organizations to communicate the impact of Antenna's work in a national context.

Duties:

- Be the primary public spokesperson for Antenna's work and represent the organization at public events, conferences, gatherings, etc.
- Mentor and encourage staff to be representatives of Antenna in spaces discussing arts advocacy and cultural policy.
- Review and support all public statements, monthly newsletters and social media campaigns.

Financial Management:

The executive director oversees the development of the annual budget in collaboration with the board treasurer, and setting priorities in alignment with board policies and with input from the staff. The executive director ensures that fund accounting principles are properly adhered to and drives the prudent fiscal management of the organization's resources. They have an accurate understanding of the financial picture of the organization at all times and provide monthly financial reports and annual budgets for the board.



Duties:

- Enter business relationships and partnerships on behalf of Antenna.
- Sign and/or co-sign checks, contracts and agreements on behalf of Antenna.
- Support and oversee the maintenance of financial accounting, bookkeeping and audit (or financial review).
- Responsible for financial planning and reporting, including budgeting/forecasting and oversight of all accounting functions.
- Seek board approval before accepting any new fiscal sponsorships of projects.

Personnel:

The executive director is responsible for developing an effective staff that shapes and implements Antenna's work; maintaining an environment that attracts and motivates other art leaders, both professional and volunteers. The executive director manages all operational issues, including contracts, employment matters, technology, leases and building management, publication and other agreements.

Duties:

- Oversee the day-to-day operations, financial management and resource development aspects of the organization, ensuring that programs and activities meet the policies, goals, objectives and values established by the board of directors.
- Provide support for a healthy work environment and be sensitive to all personnel matters, ensuring that all policies and procedures are compliant with current laws and regulations, and Antenna's values.
- Retain a diverse, highly qualified staff by encouraging professional development opportunities to support continued learning and leadership development.
- Annually review personnel policies and inform staff and board of changes, and maintain current employment contracts with all staff (salaried, part-time and contract).
- Supervise all staff, review staff performance and provide regular written feedback.
- Oversee staff's completion of time and attendance records for all hours worked.

Collaborative Work with the Board of Directors

The executive director is a non-voting member of the board and artist collective. They will ensure that the board is kept fully informed of the condition of Antenna on all important factors influencing its development and health, both internal and external.

Duties:

- Prepare and provide a written executive director report for each board meeting and inform the board of all program concerns, changes and accomplishments.
- Attend board meetings and meet with directors outside of regular meetings when necessary.
- Assist with recruiting new directors and identifying expertise and leadership capacity needed on the board.

REQUIREMENTS AND QUALIFICATIONS

- A bachelor's degree or higher in a related field, such as Arts Administration, Fine Art, Business Administration or Public Administration or equivalent experience.
- A proven track-record and demonstrable senior level experience managing and overseeing a non-profit, arts organization and facility with exemplary financial oversight and fundraising accomplishments.
- A dynamic leader with tested problem solving abilities in all operations of a non-profit art organization and experience to lead its staff through growth stages.
- Experience in all aspects of program development, from concept to execution.
- Relationships with national funders and an established track record of securing contributions from private, corporate, and government funding agencies and institutions.



- Experience in collaboration, teambuilding, communication and conflict management skills.
- An effective communicator with exceptional interpersonal skills and a motivating spirit.
- Excellent oral and written skills.

Salary Range: \$65,000 - \$75,000

Time Commitment: This is a full time position with benefits and paid time off. A commitment of 40 hours per week is required with the understanding that additional hours, including on weekends, may be required. Out of town business travel can be expected.

How To Apply: Please send a cover letter, resume, salary requirements and writing samples (not to exceed five pages) to [Antenna's Search Committee](mailto:searchcommittee@antenna.works) (searchcommittee@antenna.works). Expected starting date of July 1, 2021; relocation to New Orleans required. Position open until filled. References will be requested at a later date.

In alignment with Antenna's commitment to creating a community rooted in justice, we are committed to ensuring a space that is free of racism, transphobia, homophobia, ableism, misogyny, classism or other bias. Antenna does not discriminate on the basis of race, color, ethnicity, religion, creed, gender, gender expression, age, national origin, mental or physical disability, marital status, sexual orientation, physical characteristics or military status, in any of its activities or operations. We encourage diverse applicants to apply.