

BACKGROUND INFORMATION ON THE FALMOUTH ARTISTS GUILD AND ADDITIONAL INFORMATION REGARDING THE POSITION OF EXECUTIVE DIRECTOR

The mission of the Falmouth Artists Guild, as recently restated at a meeting of the membership, "is to promote the visual arts for the Cape Cod community through educational opportunities and exhibitions for all."

The Guild, founded in 1966, has undergone a dramatic transformation since it moved into its new Art Center in May 2009. Its membership has grown from 272 households in January 2009 to 470 in February 2010. The number of students has more than doubled in the same period.

The Executive Director must be a team player, an effective communicator and a "multi-tasker", with strong organizational and management skills.

The Executive Director is expected to take the lead in developing programming that provides instruction in a broad range of media for students from beginner to advanced. See other sections of this website for the scope and depth of classes and workshops currently offered. We strive to attract one or more nationally known teachers each year for intermediate/advanced workshops. We also want to use our facility to the fullest extent possible. With respect to exhibits, we aim to have a varied program of shows, both juried and non-juried.

The Executive Director, in addition to responsibilities in the areas of programming and fundraising, is responsible for managing the day-to-day operations of the Guild, including database management, class registrations, deposits, payroll, and payment of bills.

The Executive Director manages and directs staff and arranges for independent contractors as needed. As of the beginning of March 2010, the staff consists of an administrative assistant (usually 30+ hours/week), an office assistant (2 - 3 partial days/week) and an outside bookkeeper. The Guild, which has a Board member who serves as a Volunteer Coordinator, is dependent on Board members and Guild members to volunteer to take care of many functions, both routine matters, such as manning the reception desk and preparing bulk mailings, and more critical responsibilities, such as organizing fundraising events, sending out press releases, and identifying possible new teachers for classes and workshops.