POSITION ANNOUNCEMENT
DEPUTY DIRECTOR

The Deputy Director position is a full-time exempt position that includes a full benefit package and reports to the Executive Director. Salary range is $55,000-$65,000 per year, depending upon experience.

Job Description
The Deputy Director reports directly to the Executive Director and assists with the management and day to day administration of the organization. The Deputy Director assists management in:

- Leading the vision for TAC’s success, including ensuring that its arts education and presenting programs, organizational culture and climate, community engagement and communication, and external partnerships are highly effective and tightly aligned to the organization’s mission and goals;
- Managing senior staff, acting not only as a supervisor but also as a coach and consensus builder, remaining deeply committed to the values of developing and bringing out the strengths of all of TAC’s people while also holding them accountable for their goals and desired outcomes; and
- Partnering with Staff to engage stakeholders to secure and allocate the resources necessary for TAC to continue to support the depth, breadth and quality of its artistic and educational programs.

Candidate Profile
The ideal candidate will possess the following skills, experiences, and attributes:
- Inspiring in their management style, with experience leading leaders, able to develop staff while also holding them accountable to measurable results;
- A passionate advocate for all arts and education who has a commitment to building a strong culture of diversity, equity, and inclusion at TAC; and
- Skilled in strategic planning, project management, and organization, able to focus on big picture priorities while not losing sight of the details.
**Experience and Qualifications**
A combination of experience and education is required, providing the knowledge and skill sets to fulfill the responsibilities of the position.

- A Bachelor’s degree from an accredited four-year college or university with emphasis in the area of not-for-profit management, arts administration, business administration, or a related field is preferred, but not required; AND
- Three to five years full-time, successful, paid work experience in nonprofit management— with major experience in operations administration, financial planning and budgeting, employee supervision, project management, database system assessment, and marketing.
- An interest or affinity or background in the arts and culture.

**To Apply:** Send resume, cover letter and three references to: [jobsearch@artscenterlive.org](mailto:jobsearch@artscenterlive.org)  No phone calls please.
Deadline is rolling with resumes reviewed after January 24, 2020

The ArtsCenter is a private, not-for-profit community arts center based in Carrboro, NC, founded in 1975 and serving the Triangle and beyond. It fosters community engagement in the arts through multidisciplinary classes, gallery exhibits, performances and other arts education programs for children, teens, adults and families. Over the past five years, the organization has seen a sustained period of growth and is currently undergoing a strategic re-organization of staff to effectively manage the development of new programs, increased participation and greater visibility in the community.