

Icicle Creek Center for the Arts
Executive Director – Recruitment Announcement
September 23, 2021

Icicle Creek Center for the Arts Board of Directors seeks to hire for the full-time position of Executive Director.

ABOUT ICICLE CREEK CENTER FOR THE ARTS (“ICCA”)

Mission: Icicle Creek Center for the Arts inspires and nurtures the human spirit through learning, creating and performing in a spectacular mountain setting.

Vision: World-class arts education and performance

Values: Committed to a culture of excellence; Engaged in our community with trust and respect; Accessible, equitable and inclusive

ABOUT THE ROLE

The Executive Director of ICCA is responsible for the overall success of fulfilling ICCA’s mission by providing leadership, overseeing the day-to-day operations, strategic vision and operating excellence. Reporting directly to the Board of Directors, it is the Executive Director’s responsibility to accomplish the objectives and goals while updating the board and to ensure achievement of ICCA’s mission, vision, values, and financial objectives.

SUBMISSION DATES

Opens September 24, 2021, until position is filled

Initial application deadline: October 22, 2021

Submit application to: Icicle Creek Center for the Arts

Attn: Board Search

PO Box 2071

Leavenworth, WA 98826

Or email to: ejbeardsley@yahoo.com

For more information: icicle.org

Questions: Katie Anderson, Board President (mobile 206-999-6219)

Ellen Beardsley, President-Elect (mobile 425-765-6895)

APPLICATION REQUIREMENTS

Please include a cover letter, resume, and your responses to the following questions:

1. How have you demonstrated creativity, resilience and flexibility in your professional work in the past eighteen months?
2. Please describe a situation in which you solved a problem and resolved conflict with a workplace team, your supervisor, a partner organization, or co-workers.
3. Tell us about a workplace initiative, program, or work product of which you are especially proud.

In your responses to these questions, please describe the context and challenges of the situation, the actions you took, and the results of your efforts. Please limit each response to not more than two pages.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in leading a non-profit business organization
- Demonstrated experience in arts education, arts performance administration, arts program oversight

- Demonstrated experience working with a non-profit board, volunteers and community partner organizations to achieve mission and objectives
- Budgeting and financial management (annual operating budget of \$1 - \$1.5 million range)
- Fundraising – annual giving and endowment campaigns
- Planning to achieve measurable results
- Leading and developing staff (currently four persons)
- Grantwriting, grant administration and reporting (\$5,000 - \$120,000)
- Negotiating and managing agreements
- Effectively engaging an audience through stage presence and public speaking
- Demonstrated experience working effectively with professional artists and various arts genres
- Advocating and representing ICCA in the community
- Marketing, publicity, promotions
- Managing capital facilities
- Engaging with staff in managing programming and special events

If you're interested in this position but are concerned that you don't meet all of the requirements or possess all of the necessary skills, we would still encourage you to submit an application for review and consideration.

EDUCATION

Bachelors degree, plus four years related experience

Or twelve years specific experience in non-profit arts management and administration

OTHER REQUIREMENTS

- Position works out of the ICCA office in Leavenworth, WA; limited remote work
- Maintain primary residence in Wenatchee Valley
- Ability to work evenings and weekends
- Ability to walk the campus property unassisted, climb steps to the performance stages, as well as sit and stand for extended periods
- Ability to lift and carry 50 lbs.

COMPENSATION

The annual salary range is \$72,000 - \$80,000, plus benefit package. However, compensation is negotiable and will be commensurate with skills and experience.