

# Position Posting for Executive Director, Dakota Center for the Arts

## Overview

The Dakota Center for the Arts (DCA), doing business as The Eagan Art Festival, is seeking to fill the position of Executive Director. The Executive Director works with a volunteer Board of Directors for the Dakota Center for the Arts. The main responsibility of the Executive Director is to oversee the annual Eagan Art Festival which draws over 10,000 visitors to this juried show of around 100 artists.

We are seeking an individual with project management experience, a passion for supporting the arts and the ability to foster key relationships in the community. The Eagan Art Festival believes in the value of each individual. We welcome applicants from all backgrounds and levels of experience and celebrate diversity of the arts in our hiring process.

## Areas of Responsibility

Area of responsibilities include but are not limited to:

- Plan and execute annual art festival and smaller art fair including artist selection, infrastructure support, general marketing and advertising, and insurance needs
- Support local artists
- Market the activities of the DCA
- Prepare the annual budget
- Apply for grants and other sources of funding
- Foster key relationships with artists, City of Eagan, sponsors, visitors bureaus, donors, and art organizations
- Advocate for the Eagan Art Festival and the arts in general
- Collaborate with other arts and community organizations as appropriate

## Preferred Skills

We do not expect applicants to possess all of these skills.

- Event Management experience and skills
- Technology skills such as document management in Google Suite
- Nonprofit experience or experience working with a Board of Directors
- Experience working with artists
- Ability to work with others towards a common goal
- Budget planning and management experience
- Fundraising experience including sponsorships and grant writing
- Volunteer recruitment and management experience
- Marketing experience
- Organizational and time management skills
- Writing and public speaking skills

## Salary and Hours

Compensation is in the form of an annual salary paid monthly. The hours are flexible with March – June the busiest. Depending on experience and grant writing activity, expect 1100 – 1800 hours per year or an approximately .50 - .75 full time equivalent position.

Salary range is \$14,000 - \$20,000/year depending on experience.

## To Apply

Interested candidates should send a cover letter and resume by Monday, November 28 to [brenda@eaganartfestival.org](mailto:brenda@eaganartfestival.org).

## Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. This is optional. Contact Brenda Lyseng at [brenda@eaganartfestival.org](mailto:brenda@eaganartfestival.org).

## About Dakota Center for the Arts

DCA was formed in 1999 from a merger of previous art organizations based in Eagan. We are a non-profit organization. As a community partner with ArtWorks in Eagan we have meeting space and storage space available for our use.

Please visit our website, [www.eaganartfestival.org](http://www.eaganartfestival.org), for more information about our festival.