

**Rowan County Arts Center  
Arts and Cultural Director**

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*The job of the Director is to maintain a balanced relationship with studio artists, the Morehead Theatre Guild and clients renting space in the facility. Additionally, the director must be innovative and dynamic with the ability to inspire and guide the organization into its next chapter.*

**Qualifications Include:**

This position requires a bachelor's degree in art administration/management, marketing, business management, event coordinating or a closely related field from an accredited institution, experience in hospitality or customer service industry. Graphic design experience not required but will be needed in this position. An additional requirement is at least two years' experience supervising a staff of 2-5 employees.

**Reporting Line:**

The Director reports directly to the Morehead-Rowan County Tourism Commission Executive Director.  
A 6-month probationary period will be in effect upon hiring.

**Job Duties:**

- Develop and implement the strategic vision and goals of the arts center.
- Handle long-term planning, including annual budgeting and facility management.
- In collaboration with part-time staff, plan annual fundraising outreach and events.
- Oversee venue rentals, scheduling and logistical arrangements for events and programs.
- Responsible for and coordinates building custodial and maintenance functions
- Oversight of the daily accounting as completed by the part-time Gallery Operations and Accounting Specialist
- Oversight of the monthly scheduling, planning, hiring of installer and execution of gallery exhibits, as completed by the part-time Gallery Operations and Accounting Specialist
- Directs and oversees a staff of 2 employees, fostering a collaborative and productive work environment while providing guidance and support as needed.
- Promote community involvement and engagement through outreach programs and partnerships
- Stay informed about industry trends and best practices to enhance the arts center's offerings.
- Serves as Chair of the Rowan County Arts and Promotion Foundation Board (RCAPF)
- Prepare and present a report during monthly Morehead-Rowan County Tourism Commission meetings
- Apply for all state and federal grants, benefiting the arts center, as they become available.
- Coordinates and assists with event set up and tear down after events.
- Maintains the highest level of customer relations, regardless of the job stress or need.
- Coordinates multiple tasks and projects as needed.
- Keeps a valid driver's license on hand.
- Must always comply with the employee handbook.
- Open-minded to new directives and ideas.
- Comply with random drug testing along with the drug and alcohol policy listed in the employee handbook

**Job Evaluations:**

Annual job evaluations will be conducted by the Morehead-Rowan County Tourism Commission Executive Director.  
A 6-month probationary period will be in effect upon hiring.

**Work Conditions:**

1. Frequent lifting of over 50 pounds or more
2. Frequent twisting or bending at the waist or reaching overhead
3. Frequent evenings, weekends, and holidays
4. Typical office environment
5. Frequent travel necessary
6. Work under pressure and deadlines
7. Ability to stay on your feet for extended periods of time
8. Must wear always provided logo attire or dress attire
9. Ability to climb and work off ladder