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should never  
blink

**Title:** Director

**Hours:** Full-time/exempt

**Reports to:** Executive Director, Immaculate Heart Community

**Salary:** \$54,000.00 to \$60,000.00 /year

## **SUMMARY**

The Corita Art Center, a project of the Immaculate Heart Community, preserves and promotes Corita Kent's art, teaching, and passion for social justice. Today, the Corita Art Center facilitates exhibitions by lending artwork all over the world, oversees image and merchandising rights, sells Corita Kent's remaining original prints, and serves as a resource of information about her life and work. This is a great opportunity for a dynamic and enthusiastic nonprofit leader to strengthen and grow the Corita Art Center and bring to light the life and work of Corita Kent to the next generation.

As a member of Immaculate Heart Community's (IHC) Executive Leadership Team, the Director of the Corita Art Center (CAC) is responsible for the overall operations of CAC and ensuring that its mission and goals are met. Overarching responsibilities include policy development, operations, public relations, implementing and enhancing the Corita Art Center's strategic goals, engaging in fundraising, development, and administration of programs, and supervision of staff, interns and volunteers. In addition, the Director will ensure that CAC aligns with the mission of IHC and work collaboratively with other members of the IHC Executive Leadership Team to support shared programs, strategic planning, and development goals.

IHC is a nonprofit multiservice agency that advocates for social and economic justice and is committed to building relations in society to foster human development. This is an exciting opportunity for a dynamic leader to help to strengthen, grow and professionalize an established nonprofit organization. IHC is committed to building relations in society, which foster access of all persons to truth, dignity, and full human development, and to strategically change practices and situations, which impede such access.

## **ESSENTIAL RESPONSIBILITIES:**

### **Management and Administration**

- Create and maintain a culture of open and shared communication, collaboration, servant leadership, fostering strong positive employee morale.
- Ensure high quality and effective operational oversight for CAC.
- Works collaboratively to develop an implementation plan in line with IHC strategic plan.
- Overall management of CAC staff, interns and volunteers, providing supervision, hires, trains and supports staff, conduct annual evaluations, support staff development needs, etc.
- Working with the IHC Leadership Team to draft a programmatic strategic plan by assessing and identifying community need and develop appropriate services, collaborative program delivery, and other efforts that fosters success for CAC for board engagement and approval.
- In partnership with the administrative office, develop, update and support appropriate and efficient operational and employee policies, procedures, and protocols, etc.

### **Collection Management**

- Works with staff to plan for a high-quality guest experiences and quality programming.



- Approves exhibition program and loans. Coordinates traveling exhibitions with the Collections Manager.
- Oversee the installation of exhibits including: purchasing materials, framing works and installing works of art.
- Oversees image and merchandising rights.
- Ensure that all art and merchandising sales are properly handled and fulfilled, review staff transactions, supply levels and oversee needs assessments.
- Works collaboratively with the Collections Manager to ensure the proper conservation and storage of the collections.

### **Fund Development and Public Relations**

- In partnership with Director of Advancement, support and implement a fund development strategy.
- Ensure that there is appropriate and meaningful engagement within various stakeholder to develop and maintain relations with the philanthropic community and strategic partners.
- Act as spokesperson for CAC, including occasional public speaking.
- Represents CAC with government entities, funders, collaborative partners and donors both individually and in partnership with other key staff.
- Works with staff and partners to develop and execute appropriate programs.
- Write articles as needed for internal and external communications, marketing and development efforts.

### **Financial Oversight**

- Develop and manage a fiscally sound budget.
- Manage grants and provide timely reports.
- Ensures policies, procedures and protocols, and fiscal oversight is maintained.

### **Performs other duties as assigned**

### **QUALIFICATIONS AND REQUIREMENTS**

- Passion for and interest in the work and mission of the Corita Art Center.
- At least five years of experience in a visual arts center, or similar program.
- At least two years of management experience, supervising staff and programs.
- Bachelor's degree required; Master's degree in Arts Administration, Arts Education, Art History, Museum Studies or related field preferred.
- Demonstrated ability in team oriented management.
- Effective oral and written communication skills with presentation / storytelling experience.
- The ideal candidate will not only possess strong management, interpersonal and organizational skills, but also have the ability to think strategically, to generate new ideas, as well as implement and follow-through with existing goals.

### **Additional Requirements:**

Valid California Driver's license

Ability to lift up over 25 lbs., climb a ladder and use tools necessary for art installation set-up and break-down.



**Benefits:**

Paid holidays, vacation, sick and personal days, Medical/dental/vision/life/AD&D insurance 403(b) Retirement Plan. Other Available Benefits: Mileage Reimbursement, Cell Phone Allowance, Longevity Awards, and all other federal and state leave entitlements.

**To apply for this position, please email your resume with a cover letter outlining your interest, qualification, and salary requirements for the position to [careers@immaculateheartcommunity.org](mailto:careers@immaculateheartcommunity.org). In the subject line, please write “Director - Corita Art Center Position, [your name]”. No phone calls, please. Only those candidates considered for an interview will be contacted.**

*The Immaculate Heart Community provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.*