

**Wisconsin Visual Artists
Executive Director
Job Description:**

The Executive Director shall be responsible to perform all outward facing duties to support the membership of WVA, while participating internally with the state board as outlined.

CORE RESPONSIBILITIES:

- Act as the representative for public facing programs & events
- Respond to all statewide WVA concerns from membership within 48 hours
- Content management for Website, Social Media, Blog Posting, and Publications
- Organize & produce monthly e news and quarterly magazine to be published on the 1st of each month
- Construct the member catalog on a bi-annual basis
- Support regional chapter initiatives as needed
- Submit a monthly report of core tasks & accomplishments

STATE BOARD PARTICIPATION/COLLABORATION:

- **Exhibition Committee**
 - which includes Wisconsin Artist Biennial & Perspectives Exhibition
- **Finance Committee**
 - which includes budget, annual review report, & endowment, led by treasurer & board president
- **Tech Committee** as needed
- **Advocacy Committee**
 - Outreach - statewide/collaborative arts initiatives
- **Develop & Implement**
 - Strategies for strengthening state membership, exhibitions, and programs
 - Ideas to fund raise for special events
 - Ongoing Marketing Strategies
 - Forum for artists
 - Special projects per state board

MONTHLY CONTRACTED HOURS:

- 36-40 hours /approx 8-10 hours per week, as hourly needs per week may fluctuate based on programming needs
- Documentation & Report of time/ hours committed to be submitted with invoice on the 15th of each month/per contract.
- Current pay rate for 2024/25: \$1000/month
- Annual Review will be performed *prior to annual meeting each year in May*

