

**Position Announcement:  
Executive Director  
Babylon Citizens Council on the Arts**

Are you looking for the opportunity to pair your love of art and culture with your leadership abilities? Are you looking for a challenging opportunity with a flexible work schedule? Does the idea of helping to grow an organization energize and excite you?

**The Babylon Citizens Council on the Arts:**

Since its establishment in 1974, the Babylon Citizens Council on the Arts (BACCA) has been a respected presence in the Long Island arts community. As a not-for-profit cultural resource center for the arts, BACCA serves the artistic and cultural needs of community residents, artists, and fellow art organizations. Through its mission to develop, sponsor, and present artistic, cultural, and educational programs and to promote and encourage artists and art organizations in their endeavors, BACCA has made significant contributions to the world of arts and culture on Long Island.

From its beginnings, BACCA has offered programs that enhance and promote the arts through a variety of venues including:

- The Long Island Blue Grass Festival held every August
- Annual Paumanauke Pow-Wow celebration of Native American Culture
- Rotating Art Program connecting artists with the community through revolving art exhibits
- Adult and children's art, dance and yoga classes

Located at 47 West Main Street in Babylon Village, BACCA's administrative offices are housed in the historic Babylon Town Hall circa 1917.

In addition to its offices, renovations are underway at BACCA's Arts Center located at 144 North Wellwood Avenue in Lindenhurst. Scheduled to open in Spring 2009, this premier Art Center will house a new art gallery in addition to many of BACCA's successful existing programs.

**Executive Director:**

BACCA's dedicated and active 14-member Board of Directors seeks a community-minded executive with a passion for the arts and a desire to lead BACCA to a new level of growth. During his/her first year, the primary responsibilities of the Executive Director will include:

- In partnership with the Board, develop a utilization plan for BACCA's Art Center.
- Develop and implement a strategic fundraising campaign to include an assessment of current practices with both private and public donors.
- Develop and implement new program and event opportunities.

- Maintain current membership base while formulating strategies for recruitment of new members.
- Foster relationships with key community members and organizations, including local officials, to promote BACCA's visibility in the community.

Other qualifications include:

- College degree preferred
- Excellent written and oral communication skills
- Ability to serve as an organization spokesperson in a variety of venues
- Goal oriented with strong organizational and leadership skills
- Work collaboratively with the Board of Directors
- Passion for and love of the arts
- Successful fundraising and grant writing experience is desirable
- Strong computer skills in Microsoft Word, Excel, Mail Merge and Dreamweaver a plus
- Willingness to work a flexible schedule, including nights and weekends as needed
- Supervisory and budget development experience is preferred

Salary:

\$45,000 per year with a full benefits package including health insurance, generous vacation, sick and personal time and ten paid holidays. There will be an opportunity for a salary review at the six month anniversary of employment.

**To Apply:**

Please submit a letter of interest, resume and the names and contact information of three references by December 30, 2008 to [longislandarts@gmail.com](mailto:longislandarts@gmail.com)