

# GORDON SQUARE. arts district

## Employment Opportunity Gordon Square Arts District Executive Director

### Gordon Square Arts District (GSAD) Mission & Goals

[Gordon Square Arts District](#) is a diverse lakefront neighborhood in Cleveland anchored by the arts. It houses six theatres, a music venue, an old factory populated with nearly 60 artist studios and galleries, and more than a dozen outdoor public art installations and murals.

The Gordon Square Arts District was formed in 2007 by [Cleveland Public Theatre](#) (CPT), [Near West Theatre](#) (NWT) and the Detroit Shoreway Community Development Organization (DSDCO), owner of the [Capitol Theatre](#). GSAD board leadership and the partners raised \$30 million to build and renovate three theatres and create an artistic streetscape and parking. The \$30 million capital campaign was completed in 2014.

GSAD now focuses on providing free and inclusive arts programming, such as supporting the artist workforce through educational and skills-based training as well as financial opportunities, hiring and training local artists, installing murals and public art, and creating and operating [www.clevelandartistregistry.org](#) for all artists in the region. GSAD offers an [artist-in-residence](#) program each quarter, exhibits emerging artists, and offers a free outdoor music, dance and performance series.

**Mission:** to leverage vibrant arts and culture to foster economic growth in Gordon Square.

**Vision:** an exciting Gordon Square Arts District with vibrant theatres and enhanced art activity that is a regional destination for arts and culture.

#### **GSAD Goals:**

1. Create sustainable prosperity through arts and culture initiatives
2. Build on the arts identity through enhanced placemaking, arts programming and community-wide marketing

3. Engage and support artists and creative professionals who live and work in the neighborhood and provide tools for economic self-sufficiency
4. Protect and expand on the physical and institutional assets of the arts district

### **Job Description: Executive Director**

Provide overall leadership and vision for the organization

Engage the board in the vision, governance and fundraising of the organization. Work with board chair to develop meeting agendas, take minutes, staff their recruitment of new board members, and staff board committees.

Develop trusting relationships with community partners and serve as a trusted ally

Raise all operating and program funding for the organization

Provide fiscal management, accounting oversight, banking, bill payment and processing and day to day cash flow management, tax and nonprofit filing compliance, work with accounting contractor and board finance, audit and governance committees

Oversee all staff functions and responsibilities, human resources management, and payroll functions

Identify funding opportunities, cultivate relationships with funders, write grant proposals and reports, ensure compliance, and implement grant-funded programs

Host annual fundraiser Hip 2B Square each June, recruit host committee and sponsors with board, manage special event logistics with staff and conduct all fundraising

Lead media relations and social media with assistance from staff

Conduct government relations, including city council, county council, state budget opportunities, and government funding opportunities including the Ohio Arts Council and Cuyahoga Arts & Culture

Set the overall vision for programs, raise funding for programs, and implement programs, including but not limited to public art, infrastructure and wayfinding, free public performances, exhibits of work by emerging artists, artist residencies, artist workforce programs, [www.clevelandartistregistry.org](http://www.clevelandartistregistry.org), marketing projects, artist mixers and other projects in alignment with Gordon Square's mission and four overarching goals. This also requires a commitment to building equity among stakeholders and connecting the arts to residents to make it free and inclusive.

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#### **Skills Required:**

- Leadership
- Governance and experience engaging a board
- Strong fiscal management and compliance skills

- Successful fundraising track record
  - Ability to form relationships and build trust
  - Experience with earned media, paid social media and marketing
  - Organization skills and the ability to multitask
  - Excellent follow-through and ability to work independently
  - Staff management skills
  - Outgoing personality, comfortable doing outreach and interacting with large groups
  - Technology skills: Microsoft Word, Excel, PowerPoint, database management, website management platforms and social media platforms
  - Excellent writing skills following AP style guidelines
  - Creativity and an interest in the arts
  - Special event experience including logistics, marketing and outreach
  - Strong communication skills and the ability to work with the public
  - MUST be available evenings and weekends
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GSAD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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**Please submit cover letter, resume and salary requirements to  
[info@gordonsquare.org](mailto:info@gordonsquare.org) by May 22.**

[www.gordonsquare.org](http://www.gordonsquare.org)