685 S CANALPORT AVE. #4A-3
CHICAGO, IL 60608

WOMAN MADE
GALLERY

Interim Managing Director

This is a part-time interim role for the duration of one year. The Interim Managing Director (IMD) is responsible for the successful administrative leadership of the organization, which includes managing the gallery's day-to-day operations to execute a schedule of virtual and physical exhibitions throughout the calendar year. The IMD will have talents across marketing, event planning and execution, and will manage part-time staff and volunteers.

The IMD should be a dynamic leader who believes in the goals and mission of WMG. The ideal IMD is highly organized, expert in relevant software and online tools, and exceptional at prioritizing and delegating. The role requires close collaboration with a working board.

Areas of accountability:

Leadership

- Speak to varied audiences about WMG; communicate the value of women's contributions in the arts with a focus on diversity and the role the arts can serve in the pursuit of social justice
- Identify opportunities for WMG to further its mission

Board Relationships and Volunteer Management

- Foster effective and transparent teamwork between the Board, Interim Managing Director, staff and volunteers
- Provide timely updates to the Board on new gallery events, sales, and external relations
- Partner with the Board of Directors in developing annual strategic plan to guide the organization
- Effectively engage members, board, and volunteers to help achieve the goals of the organization

Exhibitions and Program Management

- Oversee exhibitions schedule and related programming (online and in-person)
- Manage part-time gallery staff and volunteers
- Create/maintain efficient and transparent systems to ensure effective program delivery, including:
    - Ensuring that member and public e-communications are current and executed in a timely manner
    - Publicizing call-for-entries in a timely manner
    - Tracking entries and corresponding with artists, jurors, and curators
    - Installing shows, receiving, and returning artwork
    - Systematizing WMG membership processes
    - Maintaining database; acknowledging donations and memberships

    - Delegating any of the above responsibilities to staff and volunteers

Operational Management

- Set up tracking and reporting systems that provide transparency in achieving the strategic and operational plans
- Identify and document processes and procedures required to effectively run the gallery
- Identify cost savings and opportunities to streamline systems
- Work with WMG's Board Treasurer, accountant and bookkeeper to ensure that monthly reporting is up-to-date, and that WMG complies with payroll, taxation, and insurance requirements
- Manage grant reporting and compliance
- Manage organization's annual budget; monitor monthly cash flow
- Implement a performance management process for staff

Event Management

- With Board Members and volunteers, plan and execute fundraising and friend-raising events with an eye towards maximizing revenue and exposure
- Liaise with Literary Series curator(s) and other community groups to develop and execute gallery and off-site events related to exhibitions or fundraising
- Ensure adequate staff and volunteer support for execution of all WMG events

Applicant Qualifications:

The ideal candidate will be able to demonstrate:

- A love for and knowledge of the fine arts, and a strong belief in WMG's mission to expand women's representation in the art world
- A minimum of four years of management experience with progressive responsibility
- Excellent interpersonal, public speaking, and writing skills
- Strong planning and project management skills
- Demonstrated ability to develop and maintain productive working relationships with a nonprofit Board of Directors and staff
- High proficiency in Microsoft Office, Wordpress, MailChimp or similar program, Google Apps, database management; excellent administrative skills
- Flexibility, creativity, initiative, and innovation

Compensation/Hours

- $32,500 per year, salaried position. No healthcare or other benefits are available.
- Part-time: 25 hours per week (approximately)
- This is a part-time interim role for the duration of one year
- The gallery is open Thursday-Friday 12-6 pm, Saturday-Sunday 12-4 pm, and by appointment. The Interim Managing Director is responsible for ensuring the gallery is open during these times and may schedule staff to cover gallery hours as budget permits.

- Evenings and weekend hours are required for regular Board meetings, gallery opening/closing receptions, and special events.

To apply, please send PDF of your resume, three professional references, and a cover letter that includes this information:

- Describe Woman Made Gallery and how its mission impacts you.
- Share a specific example of your experience effectively working with a volunteer board.
- Since this is a part-time position, please let us know what other commitments you currently have that may impact your ability to fulfill this role (other jobs, etc.).

This is a fast search timeline in order to have the IMD in place by early August. **Materials are due by Monday July 27 at 5pm CST.** Due to time constraints, only those applicants under consideration will be acknowledged. No phone calls, please. All materials submitted will be kept confidential.

Email your application to: resumes@womanmade.org