Executive Director (Full Time)

Wayne Center for the Arts, Wooster, OH. Director will oversee dance, pottery, visual arts and drama programs in community arts center. Collaborates with schools and other non-profits county wide. Responsible for administration, publicity, gallery exhibits, fundraising and grant writing and all other financial and business aspects of the operation. Must be skilled in Microsoft Office (primarily Word and Excel) be familiar with Cureo, Vendini, and Quicken and understand use of social media. This job requires someone with an appreciation for the arts who can manage creative staff and volunteers on a limited budget. Preferably, the candidate will live in Wayne County and be engaged in the community.

Salary and benefits commensurate with skill level and experience. Submit resume and questions to reholtm43@gmail.com.