Director of All My Relations Arts Gallery
Job Description

Organization Overview: The Native American Community Development Institute (NACDI) is a non-profit community development intermediary organization working within the urban American Indian community focused on community development, community organizing, community engagement and Indigenous arts. All My Relations Arts, an initiative of NACDI, honors and strengthens relationships between contemporary American Indian artists and the living influence of preceding generations, between artists and audiences of all ethnic backgrounds, and between art and the vitality of the American Indian Cultural Corridor. The Gallery offers a much-regarded venue for established Native Artists nationally and internationally. Working with its parent organization, the Native American Community Development Institute (NACDI), AMRA seeks to infuse arts into all that the organization does to place art at the forefront of economic development in the Native community.

Job Summary: The Director for All My Relations Arts will be responsible for the direction of All My Relations Arts Gallery and programs. This includes arts administration and curatorial responsibilities; articulating vision and setting goals that align with NACDI’s mission and engaging in quality relationships with the community, artists, and partner organizations. Director will create and implement the exhibit plan and execute multiple shows annually, including original exhibits and exhibits secured on loan or presented by guest curators; manage Gallery staff and interns; contribute to development, marketing, and evaluation of Gallery activities and events.

NACDI/AMRA work takes place in an environment where teamwork and flexibility is highly valued and supported. Support for the Director includes Gallery staff and volunteers.

REPORTING PROTOCOL: Chief Operations Officers
CLASSIFICATION: Exempt/ Full Time
The Director will be responsible, but not limited to the following:

Job Responsibilities
● Articulate a curatorial vision and 2-year strategic plan for the Gallery that correlates with the vision of NACDI.
● Create and execute exhibit concept calendar (approximately 4-5 shows annually) including proactively creating budgets and executing exhibits (receiving/handling art, obtaining insurance, hanging artwork, managing de-install, etc.).

● Lead and support grant applications as part of NACDI fundraising, which includes grant prospecting, creating narrative for grant applications and creating program budgets; and grants management including directing data collection, tracking and reporting for evaluation and writing grant report narratives.

● Collaborate with the NACDI Community Arts and Culture Manager to produce and plan art community engagement activities while connecting activities to AMRA’s and NACDI’s overall strategy to draw individuals into the organization. This includes gallery planning, fundraising, managing gallery events, etc.

● Create and build quality relationships with funders and arts organizations through collaborations and networking with arts professionals and funders.

● Participate in speaking engagements, forums, and public relations as required.

● Supervise Gallery staff, which includes interviewing, selection, supervision, scheduling, and performance evaluations.

● Engage and build community with artists, community members, audiences and other constituents.

● Meet expectations and produce outcomes of work plans agreed upon by the NACDI President, Arts Advisory Board, and staff team.

● Develop a process and procedures manual to guide the work of the gallery.

● Engage in annual professional development courses related to above job duties.

Minimum Qualifications

● Four-year degree with advanced education (internships, fellowships, classes) preferred, or equivalent experience.

● 2-5 years experience working in the arts and handling of exhibitions.

● Proficient knowledge of the American Indian urban and tribal communities, in Minnesota, the region and nationally.

● Detail-oriented, highly organized, self-motivated, ability to multi-task and respond quickly to requests and communications and meet deadlines.
• Excellent meeting planning and facilitation skills.  
  Strong verbal skills.

• Creative and critical thinking skills.

• Experience organizing events and forums.

• Proven ability to work well as a team member and to coordinate/assist diverse groups of people.

• Experience writing, including grants, proposals, description, narrative, and reports.

• Computer literacy with strong proficiency in database management, web-based communications, MS Word, Excel, and PowerPoint.

• Ability to create and manage budgets.

• Ability to learn Contact Relationship Management system.

• Ability to lift 30 lbs. and haul table/chairs up and down stairs.

• Must have personal transportation available for use, ability and willingness to travel when needed.

• Available to work some evenings and weekends.

Salary range $50,000-$60,000 plus benefit package. Send cover letter, resume, and contact information for two references to Robert Lilligren, President & CEO at rlilligren@nacdi.org. For further information contact Ed Minnema, Chief Operations Officer, at eminnema@nacdi.org.

First review of submissions on March 8, 2019.