



Arts Facility Manager

Job Brief

Envision Opelika is seeking a highly creative and experienced Arts Facility Manager to oversee and manage our organization's arts center and programs.

The Arts Facility Manager is responsible for coordinating schedules, managing staff, and handling logistics for performances and events. They also oversee the overall administration of the facility, develop and implement strategic plans, coordinate with artists and stakeholders, manage budgets, and promote the organization's arts programs.

The ideal candidate will have a strong background in the arts, with a passion for promoting artistic expression and cultural understanding.

They should be capable of inspiring and leading others and possess excellent communication and organizational skills.

Job Description

The Arts Facility Manager is responsible for the planning and execution of various arts programs to ensure that all programs are in line with the organization's goals and meet the needs of the community or target audience.

The Arts Facility Manager has the following duties and responsibilities:

- Responsible for the overall administration and maintenance of the facility
- Manage staff
- Develop and implement strategic plans for the arts programs in line with the organization's mission and goals
- Coordinate and supervise the activities of program volunteers and participants
- Oversee the selection, scheduling, and promotion of arts events and exhibitions
- Engage with artists, performers, and other contributors to the program
- Prepare and manage budgets for the organization and programs
- Seek and secure funding for programs, which may include writing grant proposals

- Monitor program effectiveness and make necessary adjustments to improve participant satisfaction and program success
- Develop and maintain relationships with community partners, donors, and key stakeholders
- Convening art non-profits to coordinate art partnerships and activities
- Ensure compliance with all relevant laws, regulations, and ethical standards
- Representing the organization at meetings, press events, and other public forums

Qualifications

- Proven experience as an Arts Program Director or similar role within the arts sector.
- Thorough understanding of program management and development strategies within the arts.
- Excellent leadership, communication, and organizational skills.
- Strong networking and public relations skills.
- Experience with budget management and fundraising.
- Knowledge of current trends and developments in the arts sector.
- A Bachelor's degree in Arts, Arts Administration, or related field is preferred.

Benefits

- Cell phone stipend
- Automobile stipend
- Opportunities for professional development in the arts sector

Additional Information

- **Job Title:** Arts Facility Manager
- **Work Environment:** This role is based in an office environment, with the need for regular attendance at arts events and community meetings.
- **Reporting Structure:** Reports to the board of the Envision Opelika Foundation, or board designated person(s).
- **Employment Type:** Part-time. As programs are developed and expanded, this position will become full-time.
- **Salary:** Salary is based upon candidate experience and qualifications, as well as marketing and business considerations.
- **Pay Range:** \$25,000-32,000 annually
- **Location:** 1103 Glenn Street, Opelika, AL

- **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity within our organization. We do not discriminate based on race, religion, color, national origin, gender, age, marital status, or disability status.

The deadline for submission of resumes is November 15, 2025 @ 5:00 pm. CST. Resumes may be sent to bpatton3001@gmail.com or mailed to Envision Opelika, P O Box 165, Opelika, AL 36801-0165.