**ASSISTANT DIRECTOR**

**SUMMARY**

The Assistant Director will assist in developing and implementing plans and goals for the Arts Council of Midland (ACM). This position will be collaborating with the Executive Director to coordinate and supervise daily operations ensuring compliance with regulations and internal policies.

**RESPONSIBILITIES**

* Assist in developing and implementing plans and goals for the ACM.
* Work with the Executive Director to coordinate and supervise daily operations.
* Ensure compliance with regulations and internal policies.
* Monitor and track progress on goals and objectives.
* Responsible for hiring, training, and evaluating staff.
* Oversee and monitor the budget monthly, annually, and for events.
* Coordinating the scheduling of events, classes, and receptions and represent ACM when required.
* Create reports and submit them to the Executive Director.
* Fulfill duties as assigned by the Executive Director.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* At least four years of related experience required.
* Degree in Business, Operations Management, or related field preferred.
* Excellent time management skills with a proven ability to meet deadlines.
* Excellent verbal and written communication skills.
* Leadership ability.
* Outstanding organizational skills.
* BS or BA in Business Administration or MS or MA would be an asset.

\*\*Salary and benefits will commensurate with experience and education.