

Executive Director, Solas Nua

Overview:

Solas Nua is seeking an ambitious new Executive Director to lead the organization into its third decade. This position is a senior management role for an accomplished, charismatic leader, with extensive experience in both arts management and multi-disciplinary programming and production. The successful applicant will demonstrate an exceptional balance of skills: management acumen; development and fundraising skills; artistic vision; commitment to and knowledge of contemporary arts, with an interest in Irish arts; as well as excellent people skills.

Reporting to the Board of Directors, the Executive Director is a senior position with responsibility for the efficient leadership and management of Solas Nua. The Executive Director is a full-time, salaried position, and will be based in or near Washington, D.C.. The Executive Director may work from home, but will also be available for frequent in-person interactions with artists, stakeholders, funders, and Board members. The primary roles of the Executive Director are to lead and manage the organization's strategic development, to drive its mission and vision, and to be a public face for the organization.

The Executive Director will work in close collaboration with the Board and the artistic and marketing teams of Solas Nua. She/he/they will be responsible for leading the organization into its third decade and developing, with the Board, a new Strategic Plan for 2023-28, which will drive exceptional artistic programming, long-term sustainability of the organization, and recognition of the work of the organization in both the U.S. and Ireland.

About Solas Nua:

Solas Nua - 'new light' in Irish- is a leading multi-disciplinary arts organization that is dedicated exclusively to contemporary Irish arts. Based in Washington, D.C., our mission is to bring the best of contemporary Irish arts to the U.S. Our programming covers theatre, literature, film, music, dance, and visual arts, and we are committed to supporting and presenting contemporary art across traditional and emerging disciplines and media.

Solas Nua acts as an ambassador and advocate for Irish arts in the U.S., promoting contemporary, multi-disciplinary Irish arts and culture. By offering new opportunities for artists based in both Ireland and the U.S., Solas Nua provides access and inclusion for artists and audiences to connect and participate on both sides of the Atlantic. We present, produce and commission thought-provoking and ground-breaking work across the arts, and are recognized for making a substantive, unique contribution to the artistic and cultural richness of the city of Washington, D.C. and beyond. We present work that is cross-cultural, representing today's Ireland - a globally diverse society. Our programming reflects our conviction that Irish arts travel across borders, cultures, and socio-economic lines.

Specific Responsibilities:

A. Fundraising and development

As a leading member of the fundraising team, the Executive Director will take responsibility for sourcing new revenue streams in consultation with the Fundraising Team and programmers, and will write grant and funding applications as appropriate, as well as develop relationships with existing donors and seek new donors. The Executive Director will also prepare, deliver, draw down, and report on all funding applications.

B. Financial Management

The Executive Director is responsible for the sound financial management of the organisation, and will:

Prepare and manage annual budgets in consultation with the Treasurer and Finance Committee.

Ensure compliance with all statutory requirements.

Work with the Treasurer and company auditor to prepare annual audited accounts.

Work with the Treasurer to present quarterly financial reports to the Board.

Manage creditors, debtors and cash flow.

C. Artistic Programming

The Executive Director is responsible for:

Overseeing, coordinating and ensuring the creation and presentation in a timely manner of the artistic programs of Solas Nua. This will be done in close collaboration and in consultation with programmers and creative contractors, to be agreed by the Board through the annual presentation of the program and budget, and in keeping with the mission and vision of Solas Nua.

Ensuring cross fertilization and optimum leveraging across all artistic programs through collaboration, communication and planning.

Building and maintaining relationships with all stakeholders and building diverse audiences through collaborations and partnerships.

Holding program directors accountable to budgets and timelines and to sourcing additional project funding when necessary.

Ensuring that all events and programs adhere to health and safety requirements for the public, staff and visiting artists.

D. General Management Responsibilities

The Executive Director will:

Manage current staff, contractors and contracts, and identify, recruit, and manage any additional staff members, contractors, and contracts.

Ensure that Solas Nua's volunteers are engaged and involved in Solas Nua's programs and activities.

Prepare Board meeting agendas and attend Board meetings and sub-committee meetings.

Assist the Board Chairperson and Secretary in servicing the Board with documentation, organizing board meetings, preparing agendas, and disseminating minutes.

Ensure that organizational requirements, and legal and insurance obligations, all legal, contractual, financial, health and safety, child protection, and other statutory obligations are adhered to.

Identify, write, or update policy documents.

Organize or delegate the administration, filing and archiving of documents and documentation.

E. Marketing and Public Relations

Working closely with the marketing team, the Executive Director will enhance public perception and audience diversity and engagement through programming, marketing strategies, relationship-building, as well as through effective brand definition and management. The Executive Director will also develop Solas Nua's competitive capacity to attract and engage audiences, and create new audiences and markets for Solas Nua's programs.

About You:

This role will appeal to an experienced individual who is innovative and ambitious, with a dynamic vision and a deep passion for and knowledge of contemporary arts, as well an interest in Irish arts in particular. You work well with others in a creative team and have strong management and financial skills. You have at least three years experience in management of an arts organization, and have demonstrated ability to generate revenue and fundraise; to produce cultural programming; to manage teams; and to build partnerships, along with an ability to collaborate, network, negotiate, and influence at multiple levels. In addition, you are well placed to build on the organization's recent successes in increasing revenue and funding, while developing its multi-disciplinary profile and ambitious programming. You are based in the Washington, D.C. region or are willing to relocate to the region, and you are authorized to work lawfully in the United States.

Equal Employment Opportunity Statement:

Solas Nua is an Equal Opportunity employer, committed to diversity in hiring, contracting, and artistic representation. All qualified applicants are encouraged to apply and will be evaluated without regard to race, color, religion, national origin, age, sex, gender identity and expression, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Compensation Package

Competitive salary commensurate with experience.

(You must be authorized to work lawfully in the United States.)

40 hour week with no paid overtime.

15 days paid vacation.

11 public holidays in USA, defined in the Employee Handbook, are additional vacation days.

40 hours compensated sick time.

Expenses:

Solas Nua will reimburse approved and budgeted travel to conduct business for Solas Nua, including travel to Ireland when appropriate.

Solas Nua will pay for home office expenses related to Solas Nua business.

How to apply:

Send a CV and a cover letter to EDSearch@solasnua.org by **5pm EST on Friday, February 10, 2023**. Interviews will take place the week of February 20, in Washington, D.C.