



**Advance Gender
Equity** in the Arts



Position Profile
Executive Director
January 2020

ABOUT ADVANCE GENDER EQUITY IN THE ARTS

Advance Gender Equity in the Arts (AGE) is a social justice arts organization that advances the power and visibility of women and nonbinary artists. We believe in the power of art to influence culture. We believe that art must be equitable and inclusive. We advance equity through an intersectional lens, leading with race and age. Women make up 51% of the US population. However, women are underrepresented and marginalized in the arts as well as across all sectors of our society. At the core of what we do, AGE challenges oppressive structures in the arts that prevent women* from achieving their full potential. AGE seeks to create a cultural paradigm through the arts that is equitable for everyone.

Our Mission: Our mission is to advance the power and visibility of women* in the arts.

Our Vision: Our vision is a cultural paradigm that is equitable and inclusive; where all women have the opportunity to achieve their full potential in the arts.

Our goals are:

- To increase leadership opportunities for women in the arts
- To elevate stories of women in the arts
- To end oppression and violence against women in the arts

Our Values: Our values are equity, inclusion, multiculturalism, access, and shared power.

AGE Equity Statement: For AGE, embedded in the definition of equity is the creation and maintenance of environments where all people have opportunities and resources to achieve their full potential. AGE recognizes that unconscious bias is deeply rooted in the fabric of our society. It fuels the systems that limit access, resources, representation, and shared power to persons based on but not limited to gender, age, race, ethnicity, socio-economic status, gender identity, sexual orientation, and disability status. Equity requires introspective exploration and analysis, external review and assessment, and ongoing training, collaboration, and evaluation. Equity requires raising awareness of unconscious bias. Equity can only be achieved by making space for underrepresented groups in leadership, and challenging the dominant paradigm that determines how we center privilege. Equity demands a new cultural paradigm. AGE was founded on equity and inclusion. AGE is committed to maintaining an equitable and inclusive Board, staff, volunteer base, and curating its programs and events through an equity lens.

(*women includes all self-identified women and non-binary people).



For more information about AGE visit <http://ageinthearts.org/>

Why AGE?



Art informs the culture and defines our humanity. AGE believes that the sustainability of art and the strength of our communities depend on equity and inclusion. AGE is an action-oriented movement aimed at creating greater opportunities for all women in the arts. Stories are the fabric of arts and culture. When stories elevate a privileged group, while oppressing and erasing other groups, the whole of humanity is out of balance. Equity restores balance and restores humanity. AGE is making space in the arts for telling stories that rehumanize women who are in the margins of the dominant paradigm.

The AGE market targets artists, arts organizations, and consumers of the arts. Women make up more than half of the US workforce, yet they face pervasive but often subtle discrimination that has adverse economic, physical, and psychological, consequences. Women hold less than 30% of the leadership positions in the arts. Women often leave the arts because there are few opportunities for advancement and professional growth. Research shows that women are not trusted to perform well in artistic leadership roles, and they are not stewarded with the same caliber of mentorship as their male counterparts. Women are subjected to microaggressions, sexual harassment, and sexual assault, often with no recourse. Older women, women of color, trans and nonbinary people, and women with disabilities are at an even higher risk of discrimination and violation. The impact of our work extends beyond theatre and the arts. AGE is reaching out to groups not affiliated with the arts to link and leverage community partners and assets to advance intersectional gender equity. We believe that equity benefits everyone.

How We're Making a Difference

AGE makes a difference and achieves its goals by raising awareness of unconscious bias, and facilitating transformation by cultivating the next generation of storytellers, investors, and consumers of art. AGE advances equity by advocating for policies and practices that promote safety, dignity and equal opportunities for all women; recognizing, supporting, and linking art entities that practice equity; and engaging artists with the community through an equity lens.

One of our main equity initiatives is the annual AGE Equity Grants. AGE partners with professional Portland Metro area theatres by providing monetary support to advance gender equity. The AGE Equity Grants are awarded to theatre companies that increase opportunities for women in leadership roles including playwriting, directing, acting, and designing. AGE also provides Community Engagement Programs. Current programs are the New House Group for people who are interested in impacting the diversity of theatre audiences; Advanced Conversations, an empowerment group for women who identify in the second half of life; and the AGE Theatre Collective, an intergenerational mentoring project for women artists of color. The Community Engagement Program mobilizes the arts community and patrons to create new pathways for the empowerment of underrepresented voices. Although our initial focus is on theatre, our impact is on arts and culture.

Governing Board of Directors

The business and affairs of AGE are governed by a Board of dedicated volunteers who share common goals and come from all sectors of our community. See <http://ageinthearts.org/about/leadership/> for a current list of Board members. The Board has the power to set the vision and goals of the organization; oversee operations; select, appoint, evaluate, and remove all officers; select, appoint, evaluate, and remove employees and contractors; to authorize and empower officers and agents to enter into contracts and other commitments on behalf of this corporation; approve finances and budget; make policy; and to appoint, delegate responsibilities and authority and dissolve committees, officers and agents. Directors serve three-year terms as elected by the Board as per the organization's bylaws.



THE OPPORTUNITY

The Executive Director of AGE

The Executive Director (Director) of AGE will provide strong strategic development and fiscal leadership to fulfill the AGE mission. Reporting to the Board of Directors, the Director effectively and efficiently oversees all organizational operations and provides internal and external leadership that grows the financial, programmatic, and community-based support for AGE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build infrastructure and funding revenues to support the growth of the AGE mission
- Facilitate organizational development and action/execution of goals, objectives, plans, policies, and procedures that support the healthy growth and development of AGE
- Manage employees and ensure the vitality of the AGE programs
- Actively build and foster board, committee, investor/donor, and volunteer relations
- Support staff and board in AGE's efforts to advance gender equity through an intersectional lens

Role Requirements

- Ensures that the mission and financial sustainability are supported through development, fundraising, sound fiscal management, and programmatic and operational excellence
- With the approval of the Board, develops an annual operating budget; oversees audit and tax reports and manages the organization's investments
- Oversight, strategic visioning, identifying, cultivating, and soliciting gifts from foundations and major donors
- Works closely with the Board and all members of the AGE staff, consultants and volunteers to ensure a team that supports quality, integrity, equity, inclusion, and collaboration
- Leads the development of strategic plans and works closely with the Board and its Committees to shape, monitor, and support those plans
- Pursues opportunities for partnerships and collaborations with other organizations
- Performs other duties as assigned

Supervisory and Budget Responsibilities

- Directly supervises a team of staff, consultants, and volunteers, including:
 - Interviewing, hiring, and training employees
 - Planning, assigning and directing work
 - Appraising performance
 - Employee development
 - Addressing complaints and resolving problems
 - Confident communicator and connector with the ability to motivate teams to support AGE's mission
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable law
- Manages a \$200K dollar and growing budget at the direction of the Board.

The Director will supervise employees, several paid consultants, and a range of volunteers. AGE offers a mission-focused, flex schedule part-time position with some benefits. Work hours are typically Monday-Friday. However, this position may work occasional weekends and/or evenings with occasional overnight travel. This position requires frequent computer and phone usage.

The AGE office is located on the South Waterfront at 3121 SW Moody Ave, Portland 97239. The Director position is part-time at present (25 hours per week) and is based in Portland, Oregon. AGE continues to seek funding to increase the Director's position to full time. Salary (range is \$50-55K for the part-time position based on experience) plus benefits.





Minimum Qualifications:

- Demonstrated experience and skills in fund development, fundraising, and fiscal management of organizations, including but not limited to the nonprofit sector
- Ability to develop and manage budgets and interpret financial reports
- Intimate knowledge of the power of arts and its influence on culture, and a passionate desire to participate in a vibrant and growing organization that values social justice and gender equity through an intersectional lens
- Demonstrated experience and skills in creating and maintaining an equitable environment that embraces and advances equity, inclusion, multiculturalism and access in every facet of the organization
- Professional training and/or experience in organizational leadership (nonprofit preferred); familiarity with nonprofit structures and challenges is essential, but strong related experience in business, education, philanthropy or public service may be acceptable
- Competence and experience in a broad spectrum of administrative and general management activities and have worked with a diverse Board of Directors
- Exceptional interpersonal skills; must be a positive and strong role model, have a collaborative, team-oriented work style, and strong strategic and problem-solving skills
- Training and/or experience building coalitions around ideas and in collaborating with local, state, and national leaders and constituents
- Education, skills, experience, and professional training commensurate with role requirements
- Language Skills: Ability to write grants and articles for publication that conform to prescribed style and format
- Ability to effectively present information to staff leadership team, board, public groups, donors, and stakeholders
- Cultural Competence: Awareness of their own cultural identity, an understanding of multiculturalism, and the ability to learn and build on the varying cultural and community norms of others
- Experience with evaluation frameworks, logic models, surveys, interviews, etc. designed to continually improve and deepen programs
- Must be adept at using various computer applications used in growing our organization and be able to quickly learn new programs and systems

Preferred Qualifications

- Strong experience in development and fundraising
- History of and willingness for continued education and growth in specific subjects related to leading the organization; e.g., evidence of training in leadership, management, equity & inclusion, facilitation, evaluation, and development/fundraising

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **February 3rd at 5:00 pm** (Pacific Standard Time) will be given first consideration. Please submit nominations, questions, or your resume and cover letter outlining your interest in and suitability for this position to opportunities@ageinthearts.org with the subject heading: EXEC DIRECTOR POSITION. In your cover letter, please include a statement about what equity means to you.

AGE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications and we enthusiastically encourage qualified parties to apply. We will not move forward with our selection process until we have a diverse and inclusive pool of applicants. AGE does not discriminate with regard to race, color, religion or belief, age, gender identity status, or any other status protected by the laws or regulations in the locations where we operate.

