

## **Artistic Director**

Madison Park Development Corporation (MPDC) seeks an Artistic Director for Hibernian Hall. Hibernian Hall is the cultural economic development program of Madison Park Development Corporation. The program's purpose is to bring a wide variety of arts genres and civic events to Hibernian Hall in order to foster the revitalization of Roxbury. The Artistic Director oversees all programs and activities related to the achievement of this purpose, supervises and delegates responsibilities to the Program Manager and Technical Facility Manager, and reports to the Vice President of Programs.

### **Program Development and Execution:**

- Sets overall direction for annual artistic engagements and civic events at Hibernian Hall and ensures a high level of quality and diversity in programming.
- Researches, solicits, and vets rental clients and guest artists.
- Manages scheduling of the ballroom and conference room calendars, and responds to community concerns; addresses and resolves scheduling conflicts.
- Selects and oversees a wide variety of event staff, vendors and contractors including caterers, cleaners, appliance repair technicians, lighting, sound and projection experts.
- Conducts focus groups within the local neighborhood and solicits public opinion to inform program direction.
- Captures and monitors data relating to attendance and audience appeal.
- Develops, oversees and implements the Hibernian Hall budget, makes decisions regarding capital outlay and implements needed capital improvements.
- Writes reports and delivers presentations as needed to the MPDC Executive Director, Board of Directors, and other constituents.
- Collaborates with other organizations with similar activities and purpose in Roxbury; represents MPDC at a variety of related neighborhood planning efforts including Roxbury Cultural District and Roxbury Cultural Network.
- Ensures accuracy and timeliness of contract execution with vendors and artists; ensures proper insurance coverage, permits and licensing depending on the nature of the event.
- Maintains current, multicultural knowledge of trends in various art forms: theater, spoken word poetry, dance, music, film/video, photography, visual arts, etc.

### **Fundraising and Marketing:**

- Assists Resource Development Department with researching and cultivating relationships with potential funding sources.
- Maintains summary data and other information required to be delivered to current and potential funders.
- Networks with a variety of existing and potential corporate sponsors in collaboration with the Resource Development Department.
- Works with Communication Manager and consultants to increase audience attendance at Hibernian Hall events and programs.
- Works with Communication Manager to develop materials related to the marketing of events and programs.
- Assists Communication Manager with press and public relations regarding Hibernian Hall events and programs.

### **Organizational:**

- Participates in strategic planning discussions and efforts as requested.
- Represents Hibernian Hall and MPDC at a variety of public forums, panels and seminars.
- Recruits, hires and supervises the Program Manager, Technical Facility Manager, and event staff. Conducts performance reviews as scheduled by the organization.
- Works with the CFO to develop, structure and monitor Hibernian Hall's annual budget.

### **Qualifications:**

- 8+ years' experience in planning, developing, and delivering artistic programming in a multicultural venue.
- Post-secondary degree in related field or equivalent work experience
- Demonstrated fiscal management, including experience managing an annual budget in excess of \$500K
- Proven ability to motivate and manage staff and to appropriately delegate responsibilities
- Community outreach and program development experience
- Proven technical expertise to manage and operate a complex arts venue.
- Ability to welcome and support artists, vendors, and community groups from many different countries, neighborhoods, cultural backgrounds, and philosophies.
- Excellent written and verbal communication and marketing skills
- Experience supervising the engagement of artists and negotiations of contracts
- Strong attention to detail and the organizational skills required to keep a complex, moving calendar on track.
- Deep commitment to the mission of MPDC and the role of Hibernian Hall as a community arts venue and cultural economic development program.

### **Benefits:**

We offer competitive compensation and an extensive benefits package.

### **About Us:**

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate development, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theater, dance, music, film and spoken word.

Please submit a cover letter and your resume to [zoliver@madison-park.org](mailto:zoliver@madison-park.org). Fax #617- 541-4900. Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information.