



## ***We're Hiring!***

### **Open Positions at OFFCenter Community Arts Project**

Many of you have asked about OFFCenter's next steps as our amazing Executive Director of the last three years moves on to focus on his health. With so many great things happening, we want to be sure we not only sustain our momentum, but continue building for a strong future.

Our Board of Directors has been working hard to determine how best to staff OFFCenter so we can focus on strategic priorities (including sustainable funding) while continuing to provide a welcoming open studio and creative programming for our diverse and growing community.

*To do this, we're hiring these new staff positions:*

1. A **part-time INTERIM Executive Director** to lead OFFCenter for nine months, and work with the Board of Directors on a strategic plan to best serve our community over the long term. Our goal is to make this a permanent position at the end of the interim period, and to hire an Executive Director with a strong vision and proven experience to lead OC into the future.
2. An **INTERIM Program Coordinator** to ensure OFFCenter's classes, partnerships, gallery shows, and special events continue operating smoothly and to evolve programs to meet the needs of OFFCenter artists. This role will be reviewed at the end of nine months with a goal to make this a permanent position.
3. A **Studio Assistant** to help our Studio Manager, Susan Brown, ensure the studio operates smoothly day-to-day so we can continue providing materials, community, and a welcoming place for everyone we serve.

If you or someone you know is qualified and interested in helping to shape OFFCenter's future, send resumes to: [jobs@offcenterarts.org](mailto:jobs@offcenterarts.org) (*No phone calls please*).