

PORTLAND INSTITUTE FOR CONTEMPORARY ART (PICA)

Job Title: Executive Director

Status: Exempt, Full-Time Employee

Reports to: PICA Board of Directors

ABOUT US

Portland Institute for Contemporary Art (PICA) acknowledges and advances new developments in contemporary art while fostering the creative explorations of artists and audiences.

PICA believes that artists tell us about our time and our place. Artists show us what is possible. Artists offer us new languages and forms. PICA creates a sanctuary for their ambitious ideas, by transforming the energy of individuals into the strength of a community. We are a nonprofit arts organization based in the Eliot neighborhood of Portland, Oregon, with a team of 9–15 people and an annual budget of \$1.5–2million. Our programs range from exhibitions and performances to artist residencies, granting and commissioning new work, to community engagement, our Time-Based Art Festival, and beyond.

- We provide a multidisciplinary platform for artists to engage with peers around the world, and to foster ideas that shape the field.
- We explore the current moment and support the artists, audiences, and visionaries who will shape the future.
- We collaborate with our diverse community to encourage belonging, share resources, and acknowledge interdependence. We honor where we came from, and we work together to get where we're going.
- We invite curiosity, investigation, and participation.
- We tend to the soil in which artists thrive, ideas grow, and audiences are nourished.

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PURPOSE

- We are looking for a curious, ambitious, and confident Executive Director to lead, develop, and execute a holistic strategy that provides a platform for artists to explore the current moment, engage with peers around the world, challenge convention, and tear down walls while building new connections.
- We are looking for an Executive Director who will build, develop, and maintain an inspired and motivated team of staff, board members, and volunteers.

ACCOUNTABILITIES

You will:

- Establish clear goals to support PICA's vision and values, and guide staff toward success in tracking and reaching stated goals.
- Recruit, lead, and evaluate Artistic personnel, Director of Development, Director of Marketing, and Administrative staff.
- Establish operational goals and processes to ensure transparent and understandable policies and procedures for all staff. Support specific staff members to execute successfully, creating a healthy functioning organization.
- Develop, propose, and manage a values-led annual budget and strategic spending plan

- for Board consideration and approval.
- Supervise accounting personnel to ensure proper financial reporting and manage all financial aspects of the organization.
- Serve as a key spokesperson for PICA in the press and at major public events
- Galvanize the community to share in PICA's values and mission

KEY PARTNERSHIPS

You will:

- Collaborate with Artistic staff to ensure they are upholding the artistic mission, effectively representing PICA locally, nationally, and internationally, and working within the parameters of programmatic and institutional goals.
- Partner with the Director of Development and Board of Directors to implement a strategic development plan and actively engage in direct solicitation from individuals, corporations, government, and foundations.
- Partner with the Director of Marketing to share PICA's events and values with the community to increase participation in PICA programs.
- Collaborate with the Board of Directors to develop long-range planning and policy; develop Board capacity; assist with cultivating and recruiting potential Board members.
- Build connections with other institutions locally, nationally, and internationally to uncover opportunities for partnership and collaboration.
- Develop and strengthen relationships with key donors, board alumni, and community stakeholders critical to the institution's success and beyond the immediate circle of the Board and staff.
- Continue to build meaningful relations with neighbors and community stakeholders and express PICA's core values in all interactions

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FUNCTIONAL SKILLS

You are:

- **A Fundraiser & Relationship Builder:** Energized by making and maintaining social relationships with many community members and organizations / Embraces diverse mindsets and perspectives
- **A Problem-solver:** Comfortable in ambiguity and able to resolve conflicts / Willing to support and pitch in where needed / Strong communicator
- **Visionary, curious, open, radical:** Create and influence PICA's values-driven culture / Forward-looking
- **Connected to contemporary art / art worlds:** Committed to broadening access to contemporary art, with particular attention to those who have been historically underrepresented in the field

LEADERSHIP SKILLS

You are eager to:

- **Develop Others:** Energy-giver / Leader of leaders / Orchestrator / Delegator
- **Build Confidence:** Utilizes multiple leadership styles / Multi-modal
- **Communicate Priorities & Ensure Accountability:** Centered / Grounded / Clear
- **Lead Change:** Curious / Collaborative / Optimistic

EDUCATION/EXPERIENCE

We prefer:

- Demonstrated leadership of comparable organization/s and teams (\$1.5m/9–15 staff)
- That you build on/add to PICA's staff diversity through your unique lived experience/s

COMPENSATION/BENEFITS

\$90,000–105,000 annual salary; and full medical, dental, and vision insurance coverage after an initial period of 30 days. PICA also offers a flexible, responsible vacation policy and professional development stipend.

WORKING CONDITIONS

This is a job that entails office/desk work (some of which can be conducted remotely) along with in-person meetings both on- and off-site to connect with staff and board members, donors, and other stakeholders; the ability to remain in a relatively stationary position for up to two hours; ability to operate a computer and/or smartphone for extended periods of time (PICA can provide access to a computer as needed); and the ability to move up to 10 lbs. Current offices at PICA are on the second floor, accessible by a staircase. Because of the nature of PICA programs, this role will require availability for some nights and weekends. Hybrid on-site/off-site schedules are supported at PICA, but we ask that this team member resides in the Portland area in order to regularly attend and represent PICA at programs and in the community. Reasonable accommodations may be made to support individuals with disabilities to perform essential functions.

***A note to potential candidates:** *Studies have shown that women, trans, non-binary, BIPOC, and other candidates from multiply-marginalized populations are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description. PICA is committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described above.*

HOW TO APPLY

- Please use PICA's hiring website (pica.rippling-ats.com) to submit your application for consideration.
- For questions, or to reach out with any access needs for submitting an application, interviewing, or otherwise participating in our selection process, please email jobs@pica.org.

TIMELINE

Applications will be accepted until the position is filled, with a priority application date of December 9, 2022. Interviews will be scheduled on a rolling basis, and the ideal candidate will join our team in early 2023.

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