

## Open Position: West Seattle Art Walk (Future) Executive Director

This position will average 5 hours per week and will begin as a volunteer position.

### Job Summary

Part-time (estimated at 20 hours a month) remote role overseeing the West Seattle Art Walk (WSAW) and growing the organization into a funded non-profit.

### Overview

The year-round West Seattle Art Walk provides a framework for businesses to work directly with artists to plan and host exhibits, giving the community a chance to engage with businesses and artists.

The WSAW is currently volunteer-powered, under the wing of the non-profit West Seattle Junction Association. We have four volunteer team leads (marketing, website, social, content); two neighborhood coordinators; a flexible corps of event photographers, and an Arts Council that meets once per quarter. It will be the job of the (Future) Executive Director to oversee this amazing, self-sufficient group of volunteers.

WSAW has grown past its humble roots in the Alaska Junction with only nine merchants. Today it's a vibrant monthly event in all three Junctions, with 30–35 businesses hosting art shows, and 15–20 bars and restaurants offering specials every Art Walk night. WSAW strengthens the economic health of our businesses and brings our community together to celebrate the arts.

Our goal is to transition WSAW into its own non-profit organization so that it can continue to grow peninsula-wide. The (Future) Executive Director will guide the formation of this non-profit, as well as ensure its ongoing financial health by seeking governmental and arts funding and/or leading community fundraising for operating expenses. Initial assistance for this transition will be offered by the West Seattle Junction Association. It is our intention that the (Future) Executive Director will become the Executive Director of the new non-profit, and will draw a part-time salary.

### Qualifications

The ideal person for this role will be a well-organized visionary who loves the West Seattle community and has a passion for the arts. Candidates will be well served by experience with non-profit work, creative project management (advertising, branding), grant writing, administrative leadership, and an ability to work with a diverse and large group of stakeholders and volunteers.

### Executive Director Role & Responsibilities

Strategic leadership of the West Seattle Art Walk. Includes leading quarterly West Seattle Arts Council meetings where poster designs are chosen.

Main point of contact for participating businesses, artists, and the community

Face of the non-profit

Grant writing and reporting

Fiscal management

Outreach and onboarding of new businesses.

Marketing, including poster and map design, social media

Volunteer team oversight

Event planning

We hope to have someone in this role by the end of August. (Earlier is certainly welcome.) If you are interested, we would love to hear from you. Please submit a brief letter and a resume to [jill@wsjunction.org](mailto:jill@wsjunction.org) by June 30.