

**Posted April 1, 2009**

**SUSHI  
A CENTER FOR THE URBAN ARTS**

**DIRECTOR**

**ORGANIZATIONAL BACKGROUND**

Sushi, A Center for the Urban Arts and a nationally-known non-profit performing and visual arts venue located in San Diego, CA, seeks a **Director**.

Founded in 1980, Sushi recently opened a new 6,500 square foot performance, gallery, and office space in Downtown San Diego's East Village neighborhood. Sushi was itinerant for four years as the new facilities were constructed.

Sushi maintains an annual operating budget of \$250,000 which is expected to grow substantially as a result of an expanded level of activity underway at the new space. The organization is governed by a volunteer Board of Directors and employs a staff of three. Much of the work of Sushi is supplemented by volunteers.

To learn more about Sushi, please visit [www.sushiart.org](http://www.sushiart.org)

**JOB DESCRIPTION**

Sushi's Director will be responsible for implementing Sushi's mission of cultivating alternative voices in the contemporary arts and providing a laboratory where creative exploration, community engagement, and new ideas flourish.

The Director will be responsible for general operation, administration, and financial management of the organization. The Director implements and manages organizational policies approved by the Board in such key areas as operations, fundraising, finance and budgeting, grant writing, marketing and communications, space rental, community outreach and stakeholder relations.

The Director reports to the Board of Directors and works with an Arts Advisory Board to create and implement performing and visual arts programming.

**Responsibilities:**

*Management (30%)*

- ◆ Provide general oversight for Sushi staff and others employed by the organization.
- ◆ Oversee daily organizational operations, including space rentals and facility management.
- ◆ Ensure that Sushi's legal obligations to staff, artists, funding entities, and government are fully met.
- ◆ Perform other duties as apparent or assigned by the Board President.
- ◆ Develop and maintain effective communications with the Board President, Board of Directors, staff, volunteers, and artists.
- ◆ Work with an Arts Advisory Board to establish annual programming, then implement programming and events, including performances, artist residences, and gallery activities.
- ◆ Participate in the curatorial process.
- ◆ Create and maintain positive relations with artists while also evaluating the success of the artistic programming.

*Budget and Resource Development (45%)*

- ◆ Develop and implement an annual plan and budget for Board approval that optimizes operational, programming, and revenue-generating activities.
- ◆ Increase Sushi's revenue through increasing membership, individual and major donor contributions, and foundation grants.
- ◆ Plan and execute special fundraising events.
- ◆ Lead the organization's fundraising and grant-making programs and build strong relationships with the funding community.

*Marketing/PR/Communication (25%)*

- ◆ Develop marketing and public relations programs to support goals for ticket sales, rental fees, and other revenue sources.
- ◆ Promote performances, gallery shows, and art events.
- ◆ Oversee website and electronic promotion activities.
- ◆ Enhance Sushi's visibility and reputation.
- ◆ Create and maintain good relations with vendors, strategic partners, other arts organizations, public agencies, and the media.

**Required Experience:**

- 5+ years in development/management, including working with a board of directors.
- Experienced fundraiser for organizations with annual budgets of at least \$200,000, with proven record of building and maintaining annual fundraising efforts.
- Established network within the nonprofit funding community, with demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies, and individuals.
- Respected reputation as a nonprofit leader with the ability to implement practical strategic plans.
- Familiarity with arts management challenges and opportunities.
- Excellent verbal, written, and interpersonal communication skills and proficient with standard computer programs.

**Preferred:**

- Knowledge of, or keen interest in, contemporary performing arts, visual arts, and closely-related emerging art forms.
- Substantial career experience at a management level of an arts organization.
- Master's degree (or other advanced degree) in related field.

**PERSONAL QUALITIES:**

The selected candidate will be a self-starter who can prioritize and complete tasks to deliver desired outcomes in a timely manner. She/he will be optimistic and versatile in a position that experiences frequent change and flexibility. She/he will be able to create and lead a team of staff, Board and other stakeholders to achieve organizational objectives. She/he will be practical, results-oriented, enjoy frequent interaction with others, and value intellectual growth opportunities and creative self-expression.

**EDUCATION AND EXPERIENCE:**

A Bachelors degree and at least five years experience.

**COMPENSATION:**

Based on qualifications and experience.

**APPLICATION:**

Please send a cover letter highlighting qualifications with a current resume and salary expectations to Director Search Committee, via either:

email – [dirsearch@sushiart.org](mailto:dirsearch@sushiart.org)

snailmail - Sushi, Inc., 390 Eleventh Avenue, San Diego, CA 92101

**CLOSING DATE:**

All applications must be submitted by Friday, May 1, 2009, at 5 PM.

*Sushi is an Equal Opportunity Employer that values workplace diversity.*