SAINT LOUIS ART FAIR
A CELEBRATION OF ART SINCE 1994

Call for Candidates

Position Opening
President and Executive Director
The Saint Louis Art Fair

Position Summary
The President and Executive Director reports to the Saint Louis Art Fair Board of Directors and is responsible for providing leadership of the organization including all elements of event production, ongoing education and outreach programs, and fundraising.

The Saint Louis Art Fair
The Saint Louis Art Fair is a 501(c)(3) nonprofit organization whose mission is to inspire and engage our community with the foremost celebration of exceptional visual art while fostering the success of current and future artists. The Saint Louis Art Fair, founded in 1994, is the top visual arts event in St. Louis and widely regarded as one of the top five art festivals in the country. Free, juried, and open to the public, the annual event features artists, musicians, dancers, theatrical performers, exhibitors, and restaurants over a three-day celebration held each September in downtown Clayton, Missouri. More than 130,000 people attend the Art Fair to experience artwork from more than 200 artists representing nearly every state in the country and beyond.

The Saint Louis Art Fair receives strong corporate and municipal support, and it has a visible year-round impact as an organization. Throughout the year, the Art Fair's Public Art Collection is exhibited in public locations and reaches more than 65,000 people annually. The organization operates other outreach programs, as well, including the Emerging Artists as Entrepreneurs program that offers workshops, apprenticeships, and mentoring to help artists start their art fair industry careers.

The Saint Louis Art Fair Board of Directors is seeking a President and Executive Director who can capitalize on the organization's success and who will strive to enhance the experience for both artists and patrons, pursue innovative programming, and develop strategic partnerships in furtherance of its mission.

Essential Duties and Responsibilities

- Work collaboratively with the Board to shape the organization's mission, vision, and long-term strategic plan by maintaining transparent communication, sharing essential information, and assisting with Board recruitment.
- Translate the mission and vision into operational and programming strategies with realistic objectives and measurable outcomes.
- Administer prudent financial management of a $1.5 million operating budget, ensure compliance with GAAP, work with external accounting firms, propose and manage budgets, and participate in external audits.
- Develop revenue-generation strategies aligned to meet current and future financial needs.
- Preserve and deepen existing sponsor relationships while cultivating new sponsor and donor opportunities through fund development strategies in collaboration with the Board.
- Lead staff consisting of two full-time positions, interns, and contracted staff to establish effective operations, while maintaining compliance with appropriate human resource practices, protocols, and regulations. Interns and contracted staff are hired annually as needed by the organization.
- Manage a robust 1,000-volunteer organization with processes and systems that support its operational effectiveness. Oversee office management, event content development, event operations, and educational and outreach initiatives.
- Maintain long-standing relationships with peer organizations on the national level, while building strong relationships with all stakeholders, including artists, the public, vendors, supporters, and strategic partners. Understand and effectively manage stakeholder needs while producing a high-end experience and event for the community.
- Lead, organize, and ensure the integrity of the Art Fair's jury process and maintain the signature event as an industry-leading destination for artists.
- Establish clear expectations for marketing, promotion, and campaign efforts with agencies.

Position Requirements and Expectations

- Bachelor's degree required.
- At least five years of progressive leadership experience in nonprofit event management, arts administration, festival management, or a related field, with demonstrated success managing complex events and increasing levels of responsibility.
- Proven strategic leader with experience in fundraising, donor stewardship, partnership development, board relations, and organizational growth.

- Strong financial acumen and experience overseeing budgets, audits, financial reporting, and financial management systems.
- Demonstrated ability to lead, develop, and motivate staff, volunteers, and cross-functional teams while fostering a collaborative, high-performance culture.
- Exceptional relationship-building and influencing skills, with the ability to gain trust, build consensus, and work effectively with artists, sponsors, donors, Board members, community partners, volunteers, and other stakeholders. A keen understanding of artists' needs and the ability to respond thoughtfully and effectively to feedback.
- Broad understanding of the art fair and festival industry, including industry trends, emerging artistic mediums, artist recruitment and retention strategies, and best practices among premier events.
- Creative and forward-thinking mindset with the ability to identify opportunities, solve problems, and adapt to changing priorities and market trends.
- Strong decision-making skills with the ability to remain flexible, exercise sound judgment, and lead effectively through ambiguity or unexpected challenges.
- Excellent written, verbal, public speaking, presentation, and media relations skills, with the ability to serve as a visible ambassador for the organization.
- Working knowledge of marketing, public relations, social media strategy, and audience engagement.
- Strong understanding of best practices for fine art handling.
- Proven ability to manage multiple projects and priorities in a fast-paced, dynamic environment while maintaining high standards of quality and execution.
- Commitment to continuous improvement, innovation, and organizational excellence.
- Proficiency with Microsoft Office, Apple operating systems, and financial management software (currently QuickBooks Online).
- Willingness and ability to work as required by the events scheduled and the organization's needs, including evenings, weekends, and extended hours.
- Driver's license required.
- Standard background checks required, including criminal, abuse and neglect registry, and education.
- Physical requirements: must be able to lift at least 50 pounds and have the capacity to work outside in varying seasonal climates and temperatures.

Equal Opportunity

The Saint Louis Art Fair strives to make all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, citizenship status, gender, gender expression, marital status, sexual orientation, veteran status,

disability, or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in the work environment and with others with whom they come into contact.

Compensation

$95,000–$130,000 base, health insurance, paid time off, and performance-based bonus potential. Relocation package subject to negotiation.

Interview Timing

Candidate interviews are anticipated to take place in the December/January time frame. Interviews will require an in-person appearance.

Questions and Application

To apply, please send a cover letter expressing why you are interested in this position, a resume, salary history, and a minimum of three references to the following:

> Attn: Saint Louis Art Fair Transition Committee
> Email: EDSearch@saintlouisartfair.com

Questions regarding the position may also be directed to the above via email.