

**Director**  
**Salem Building Arts Center**  
updated 4/1/24

**Introduction**

Stand Up for Salem Inc. is a non-profit community development organization working to bring new life to the center of Salem. Our mission is to stimulate business opportunity, historic preservation, and community growth through grassroots community development.

Aligning with the mission of Stand Up for Salem, the Salem Building Arts Center will strive to be the trusted engine that facilitates educational building arts activities for constituents across Salem County and the surrounding region, to develop marketable skills for youth and others, restore historic buildings, and create opportunities that provide real benefits to society and future generations.

Stand Up for Salem, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**The Director of the Salem Building Arts Training Center will:**

Have a minimum of five year's experience providing strategy, planning, and operational leadership for educational and/or community programming.

Have a minimum of five year's experience in starting new educational programming. Must demonstrate an ability to ensure engagement of local talent, skilled workers, partners, and professionals to guide recruitment, curriculum, and space use planning.

Demonstrate a knowledge of and passion for equitable access to educational programming for middle school students through senior citizens and an ability to create curriculum for multiple programs.

Demonstrate an understanding of workforce development strategies, community support programs, partnership agreements, and space use organization.

**Major Duties and Responsibilities:**

Outfit the new training center to create the best environment to offer:

- Virtual and in-person training in building trades
- GED and other certification programs
- Youth STEAM programs
- Open workshop hours with mentors
- Artistic training and hands-on creative community projects
- Lectures and/or community meetings

Procure equipment and supplies to support offerings; track use of grant funds to fund the purchases.

Create the training center curriculum, schedule, and staffing requirements for programming to start Summer 2024.

Determine and manage hourly use of the center, staffing for coverage, safety, and programmatic use.

Recruit and manage instructors, mentors, artisans, historians, students and staff. Establish and maintain best practices for respectful treatment of all.

Create and manage annual operations budget and grant budgets to ensure operating expenses are covered. Maintain financial records.

Manage training center marketing and public relations with residents, partners, government and supporting agencies.

Monitor demand for programs and the community's future needs to adjust training center offerings as necessary.

Evaluate, assess, measure and pivot/sunset/create in response

Coordinate efforts with the Executive Director of Stand Up for Salem that align with the organization's mission.

Prepare monthly reports for distribution to the Board of Directors.

Must be able to climb a flight of stairs and lift 50 pounds. Bilingual preferred.

**Compensation:**

Salary negotiable and commensurate with experience.