



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
Kelly M. Schulz | Secretary of Commerce
Signe Pringle | Deputy Secretary of Commerce

**EXECUTIVE DIRECTOR
PROGRAM MANAGER SENIOR I
(MANAGEMENT SERVICE)
SALARY: \$75,012 - \$120,44**

**MARYLAND DEPARTMENT OF COMMERCE
DIVISION OF MARKETING, TOURISM, AND THE ARTS
MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for the position of Executive Director of the Maryland States Art Council (MSAC), within the Division of Marketing, Tourism and the Arts. The Executive Director of the Maryland State Arts Council (MSAC) provides executive leadership to the state agency charged with encouraging and investing in the advancement of the arts for the citizens of Maryland and ensuring every person has access to the transformative power of the arts. MSAC is the largest provider of arts funding in the state, ranks third nationally in per capita spending for the arts, and is considered a national leader. The Executive Director oversees, directs, and administers all aspects of MSAC's programs and operations, to include budget preparation and administration. The Executive Director has oversight responsibility for MSAC's major programs and Governor appointed commissions including the Maryland State Arts Council and the Maryland Public Art Commission. The position is responsible for setting and carrying out the policies and priorities of the Maryland Department of Commerce through MSAC's programs, services, public information, and through partnerships with federal, regional, and other state agencies and organizations in collaboration with the Council. The Executive Director advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland. The arts are advanced by increasing participation, providing support, building capacity, leveraging connections and, generally, bolstering the awareness. The Executive Director also acts as the Agency's chief spokesperson and representative within state government agencies, corporate, foundation, and educational communities, regionally and nationally within the arts sector.

The selected candidate will possess excellent interpersonal skills to work with high level public and private sector officials and maintain effective working relationships; excellent written and oral communication skills; the ability to handle multiple, concurrent and high priority projects and possess proficiency with the Google Suite and/or other relevant software. Substantial statewide travel is required, as is attendance at out of State and National conferences and evening meetings.

Candidates must possess a Bachelor's degree in arts administration or an arts discipline from an accredited college or university and at least seven (7) years of experience in administrative staff or professional work within an arts organization or a public arts agency. Three (3) years of this experience must have involved one or more of the following: supervision of other employees, overseeing and coordinating general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures. A Master's degree in a related area is preferred. Equivalent combination of education and experience is acceptable. **Please describe in detail any job duties relating to the qualifications stated. If applicable, detail supervisory or management experience for each of the positions you held.**

It is **highly preferred** that you apply online at <http://commerce.maryland.gov/careers>; review "Career Openings". **A resume and the supplemental questionnaire MUST be included with your online application. Be sure to provide sufficient information on your application to show that you meet all the qualifications for this recruitment.** If unable to apply online, submit your state application, resume, and supplemental questionnaire to anna.halikias@maryland.gov or via mail to:

MARYLAND DEPARTMENT OF COMMERCE -OFFICE OF HUMAN RESOURCES
Attn: Executive Director, Maryland State Arts Council
World Trade Center – 401 E. Pratt Street, Baltimore, Maryland 21202
NO LATER THAN: Friday, September 10, 2021

An E-Verify and Equal Opportunity Employer

TTY Phone: 1-800-735-2258