

Architecture Center Sample Job Responsibilities

When seeking to establish a new architecture center, an early question to ask involves the preferred qualifications required of your top staff member. The following resources outline the skills desired for executive director and program director positions, respectively, and may be of use to your organization as you begin drafting similar position descriptions.

Sample #1

Director of Philadelphia Center for Architecture

The Director of the Philadelphia Center for Architecture is a new position created to build the Center's programs and profile in Greater Philadelphia. The Director will be responsible for the overall management, program development and leadership of the Philadelphia Center for Architecture. The new Director will be expected to bring energy and vision that significantly builds public awareness of the Center through quality programming and signature activities that will serve the community and engage the public about the built environment and architecture.

The Director is responsible to implement the Center's strategic plan under the direction of the Center for Architecture Board of Directors. The Director will continue the expansion of current programs and create new programs and raise funds that advance the Center's mission expand its profile and sustain its financial viability. The Director reports to the Executive Director of AIA Philadelphia.

Background – Philadelphia Center for Architecture

The Philadelphia Center for Architecture is a 501(c)3 corporation founded by AIA Philadelphia to carry on the public and charitable activities of AIA Philadelphia and engage the public in design and architecture education and policy. The Center has a Board of Directors appointed by the AIA Philadelphia Board of Directors and manages its affairs as two operating units, real estate and programs. The Center's budget is approximately \$700,000 of which about half is in the real estate operations and the other half is program related.

The Programs of the Center currently include lectures on architecture and urban design, the Ed Bacon Student Competition and Prize, city tours, charitable activities of the AIA Associates Committee, special exhibits for the Center, an Art by Architects exhibit and educational programs for children including the Constructing Plan annual exhibit.

The Center for Architecture owns a two floor condominium unit (basement & first floor) located at 1218 Arch St., Philadelphia, PA 19107 in the 1216 Arch Street building. It manages an 8,000

sq. ft. facility that accommodates the AIA Bookstore, AIA Philadelphia, Center for Architecture offices, the Community Design Collaborative offices, a main assembly room, two conference rooms, and an exhibit gallery. The Center's additional space at 1216 Arch St. is rented to commercial tenants. The Center currently employs a Center Coordinator. Accounting, communications, and program support are made available to the Center with the AIA Philadelphia staff.

Responsibilities

- Provide fundraising leadership and action to fund a high quality programming portfolio for the Center
- Build the existing programs of the Center through promotion, increased funding and enhanced partnerships to create a larger public awareness and impact
- Provide the vision and leadership to build new "signature" program(s) of the Center
- Manage the Center's Real Estate (maintenance, rental and leasing)
- Manage the Center's Scheduling
- Maximize the Center's facility utilization making it the premier HUB for the design and architecture community
- Create and maintain working relationships with AIA Affiliates and partner organizations
- Preparation of an Annual Business Plan for Center for Architecture Board action at its first Board Meeting of each calendar year. The Business Plan will include, but not be limited to, program aspirations, projected funding sources and opportunities, projected revenue and expenses, staffing and real estate.

Qualities and Competencies

The candidate will be a senior level person that has a demonstrated record of:

- Managing a Board and volunteers in the development of new programs.
 - Fundraising knowledge and experience
 - Marketing and promotion skills
 - Excellent written and verbal communication skills used to create programs and communicate excitement about them.
 - Knowledge of architecture and design issues of interest to the public
 - Working for nonprofit organizations and /or design or building service organizations
 - Building partnerships by developing strong relationships with partner organizations, sponsors, funders and governments.
 - Creating new programs and demonstrating entrepreneurial skills in their funding and marketing
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- Team work that balances the interests of partner institutions, volunteer leaders and funders while executing projects

Education and Experience

The candidate will have an undergraduate degree in design or business and 10 years of employment history in non-profit management or a related business career. A graduate degree in a design field is desirable.

Compensation for Position

A competitive compensation package will be offered to the successful candidate.

Contact

Interested candidates should submit a cover letter describing their interest in the position and resume by XXXXXXXX to XXXXXXXX.

Email to:XXXXXXXXXX

Director Search Committee

AIA Philadelphia/Center for Architecture

Sample #2

Program Director of the Dallas Center for Architecture

PURPOSE: Develop public programs and exhibitions to successfully sustain the Dallas Center for Architecture. Develop annual DCFA fundraising strategy and work with the Executive Director and DCFA Board to research and solicit funding. Maintain marketing efforts, community and media relations to support the public programs/outreach and annual giving. Supports AIA Dallas chapter events as assigned.

REPORTING RELATIONSHIP: Reports to Executive Director, and works closely with all staff. Works with DCFA Board, and allied residents at DCFA.

HOURS: Full-Time (40 hrs/wk). Evenings (and some weekends) as required. Exempt.

Essential Job Functions:

- Develop and execute annual schedule of public programs for AIA Dallas and DCFA; and exhibitions for the Dallas Center for Architecture, selecting guest curators, lecturers as necessary.

- With the Scholarships Committee Chair, administer the scholarship and fellowship program of the Dallas Center for Architecture Foundation.
- Execute new programs and development strategies based on opportunity in concert with the Executive Director, AIA Executive Committee and DCFA Board.
- Develop and execute fundraising strategy for DCFA.
- Develop annual program budget.
- Research and support funding for programs including sponsorships and grant opportunities.
- Plan and execute marketing efforts in support of DCFA programs.
- Maintain media relations as needed for the promotion of public programming.
- With Executive Director, represent AIA and DCFA at community functions.
- Serve as liaison to AIA Dallas committees as assigned.
- Serve as primary liaison and support for DCFA Foundation Board of Directors.
- Attend AIA and DCFA events as required by Executive Director.
- Coordinate outside rentals of DCFA facilities.

Essential Job Requirements:

Minimum job requirements include a college degree; museum curatorial experience or fund development experience highly desirable. Must be a self starter, highly organized, and able to work under pressure of a deadline. Must be able to multi-task. Must have familiarity with the subject of architecture and the Arts. Must have knowledge of the Dallas Community, its non-profit organizations, and the ability to network easily in the community. Must be able to establish objectives and specify strategies and actions required to achieve them. Must work well with staff, DCFA resident organizations and volunteers. Proficient in Microsoft Office Programs. Will be required to learn proprietary event management software including, but not limited to, Affiniscape and the AIA association management software.

Physical Requirements:

Must be able to lift or move up to 40 pounds.

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