

*The mission of the Lotus Education and Arts Foundation is to create opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts.*

**Executive Director**  
**Lotus Education and Arts Foundation**  
**Bloomington, Indiana**

The Lotus Education and Arts Foundation is seeking a full-time Executive Director to lead a robust non-profit multicultural arts organization based in Bloomington, Indiana. The organization's year-round initiatives include one of the oldest world music festivals in the U.S.; a highly impactful arts-education program in schools; community visual-arts outreach; and concerts, classes, and more in its recently renovated Lotus Firebay venue.

**About Lotus:**

The Lotus Education and Arts Foundation ("Lotus"), founded in 1994, is a mid-sized non-profit arts organization in Bloomington, Indiana, dedicated to year-round presentation of music and art from around the world. Its annual flagship event is the large-scale Lotus World Music & Arts Festival, an internationally recognized multi-day/multi-venue event that currently serves audiences of 12,000-15,000, including a destination-tourism market. Lotus' other signature program is Lotus Blossoms, a multicultural arts-education outreach initiative that regularly serves ~10,000+ students each year in 30+ schools across a 6-7 county region in south-central Indiana. Lotus also presents a robust visual-arts program, as well as standalone concerts, workshops, and community partnership events. The organization recently acquired and renovated a small venue space; regular Lotus and rental programming in this space is expected to commence in early 2019. Information about Lotus is available at [www.lotusfest.org](http://www.lotusfest.org).

The Lotus annual budget is ~\$550,000. Lotus operates with a permanent staff of 5-6, supplemented by a rotating contingent of Indiana University interns and graduate assistants plus a dedicated volunteer corps that numbers 600+ annually.

**Duties:**

The Lotus Executive Director reports to the Board of Directors and is responsible for strategically advancing the mission of Lotus, serving as its public face and the primary administrator for the daily operations of the organization. ED responsibilities include strategic visioning; financial management, contract administration, and legal compliance; staffing and staff supervision; oversight and evaluation of program development and delivery; oversight and evaluation of fundraising, grant writing, marketing, and communication efforts; oversight of Lotus building and its utilization; and effective Board, community, partner, and stakeholder relations. The ED also has direct responsibility for executing certain areas of program content, production, logistics, and infrastructure.

Examples of ED duties include, but are not limited to:

- Hiring and supervising permanent and contract staff; facilitating recruitment of student interns and work-study positions; conducting annual staff reviews;

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managing employee benefits; mediating staff issues as needed and overseeing compliance with all Lotus Personnel Policies

- Developing and managing organizational budget; managing bookkeeping, payroll, artist and vendor contracts, IRS and state tax filings/compliance, banking, business-entity reporting, endowment/investments, insurance, event cash handling and point-of-sale, and all other tasks or considerations related to organizational financial health, legal compliance, and compliance with Lotus Fiscal Policies.
- Overseeing all Lotus events with staff and volunteers; participating in volunteer committees and event planning; ensuring Lotus programs are produced to the highest standards of quality and are in compliance with all applicable laws, statutes, licensing, and permit requirements; establishing and managing vendor relationships; working closely with City and County officials and local/state public-safety officials.
- Overseeing Lotus physical facility, office, and venue considerations; coordinating IT resources; overseeing procedures and policies for venue operations; managing legal, permit, and tax compliance for Lotus-owned property.
- Serving as main liaison to Board of Directors; participating in Board committees and Board meetings; working with Board and staff on strategic planning and progress towards strategic goals; initiating partnerships with community, corporate, and campus entities; serving as public spokesperson for Lotus to promote the organization and engage the community at large.
- In collaboration with appropriate staff members: overseeing fundraising operations and participating in annual development goals, donor relations, and grant applications; overseeing Lotus marketing and communications, ensuring consistency of voice and messaging across platforms; overseeing and periodically evaluating Lotus strategic and program partnerships.
- Currently, the ED also plays a direct, hands-on role in most aspects of Festival production, including lead or collaborative responsibility for components such as: artist selection, booking/contracting, and logistics; coordination of all Festival technical production (sound, lights, backline); coordination of all Festival venues, including tents and staging; management of all Festival ticketing; management of all Festival financial processes (on-site accounting, cash-handling, artist payment and merchandise settlement, etc.); coordination and/or oversight of all Festival vendors (lodging, transportation, food and beverage, equipment rental, electrical needs, etc.); coordination of Festival security and security personnel; coordination of all required permits, street closures, site logistics, and public-safety/emergency-action planning. At the Festival itself, the ED also serves as the final on-site authority for all event operations, including during inclement-weather and emergency situations.

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## **Qualifications**

The successful candidate must have a commitment to the Lotus mission of creating opportunities to experience, celebrate, and explore the diversity of the world's cultures, through music and the arts. A graduate degree in a related field or equivalent experience and experience at the director or executive level managing an arts non-profit organization are essential.

Experience with music festivals or similar arts administration, familiarity with world music, and excellent written and oral communications skills are expected. The Executive Director must also have long-term planning experience with an eye toward future growth, proven fundraising skills, success with grant writing and management, and an ability to work collaboratively with diverse groups and to manage and resolve complex problems.

Applicants must have financial management skills, including experience with bookkeeping and payroll software and Microsoft Office products; and experience with Macintosh platforms is a plus.

**Salary Range:** \$45,000- 50,000 (plus health insurance and benefits) commensurate with experience

## **How to Apply:**

Send letter of application, resume, and contact information for four (4) references to the Lotus ED Search Committee, via email at [lotusEDsearch@lotusfest.org](mailto:lotusEDsearch@lotusfest.org).

Review of applications will begin on January 25, 2019, and will continue until the position is filled.