



American Youth Circus Organization / American Circus Educators

Job Title: Executive Director

Reports To: The Board of Directors

Direct Reports: All AYCO Staff and Consultants

Job Overview

The American Youth Circus Organization / American Circus Educators (AYCO/ACE) seeks an Executive Director to take a leadership role in the circus community. An opportunity to provide a fresh vision for the organization and face new challenges, while ensuring the pursuit of its mission and quality of service to AYCO/ACE's members.

The position requires a commitment to a vast community of circus educators, youth, and various companies. You have a steadfast ability to balance the big picture whilst maintaining day-to-day tasks. You have the capacity to develop AYCO/ACE further as a financial and prominent enterprise. Most of all, you have a passion for people, are inspired by the circus arts, and have a caring approach to helping others achieve their goals. We encourage your application.

Responsibilities and Duties include:

- Manage all operations of AYCO/ACE and its staff
- Produce and direct the annual festival/conference, including all budgeting, event staffing and management
- Create and sustain a diverse portfolio of revenue: Individual donor campaigns, grant research and development of other revenue streams
- Report to a board of directors for support, financial, and strategic planning, including producing the annual budget for board approval
- Engage with national and international peer networks and organizations
- Communicate with the media and generate publicity

- Maintain all bookkeeping, payroll, and tax submissions (in accordance with GAAP)
- Create various comprehensive reports for events, finance, and membership
- Maintain AYCO/ACE's prominence in the circus community

Qualifications:

- A history of leadership
- Passion for the arts and youth development
- Applicable business/financial experience
- Experience with networking on a large scale
- An entrepreneurial spirit
- Strong communication skills, written and verbal
- Capacity to travel
- Competency in Google Drive and all related functions, QuickBooks, Facebook, Instagram, and aptitude to pick up on online technologies and content management systems.

Complete job description and duties will be provided to candidates selected for interview. Candidate must be able to pass a background check.

Compensation:

This job is currently part-time (20 hrs/wk) with an annual salary of \$26,000/year flexible hours and including benefits.

Note* Part of the new Executive Director's strategic plan is the development of the organization's financial growth and a concordant salary increase.

American Youth Circus Organization/American Circus Educators (AYCO/ACE) is an equal opportunity employer.

Please submit resume and cover letter to EDsearch@americanyouthcircus.org by March 31, 2019 for consideration.