



CREATING ART THAT CHALLENGES PERCEPTIONS OF DISABILITY

1860 Minnehaha Avenue West, Saint Paul, MN 55104 • PH: 651-209-3575
www.interactcenter.com

Organization Summary

Since 1996, Interact's mission *to create art that challenges perceptions of disability* has redefined who is included in creating the artistic vocabulary. Our entourage of 100+ actors and visual artists with disabilities creates all original work, sustains rigorous professional standards, and explores ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of *radical inclusion* dissolves concepts of who "can" or "cannot," blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. www.interactcenter.com.

What We Need

Interact is seeking an experienced, forward-thinking arts leader to head up the management side of our award-winning, professional theater and visual arts studio and gallery for artists with disabilities. The Managing Director will work both independently, and in collaboration with the Artistic/Executive Director on all aspects of managing this one-of-a-kind arts organization. We need a self-starter who can dig into the details while keeping the big picture in sight. Someone who enjoys a challenge, can juggle multiple projects, smiles through complications, and enjoys collaborating with a team to help Interact continue to provide high quality art and serve the disability community. In return, Interact promises to be the best workplace ever; we care about our staff and our artists, we are open-minded and accepting, and we have fun!

COVID Precautions:

Interact requires that all staff provide proof of vaccination and booster shots. All staff and visitors must wear mask while in the office.

Interact Position Description

Position: Managing Director

Reports To: Executive Director

Status: Full time at 40 hours/week. Exempt, benefits eligible, non-exempt from overtime rules

Involvement with clients: No direct client support, per DHS rules, however interaction with the artists is expected.

Fulfill duties as the designated sensitive background study person. [Sec. 245C.07 MN Statutes](#)

Direct Reports: Staff Accountant, Director of Licensing and Recruitment, and Operations, Transit and Reception Coordinator. Works with Executive Director and Department Supervisors on personnel issues.

Virtual: This position will be full time in-person for at least the first 6 months. The possibility of working remotely two days per week will be discussed at that time.

Salary range: \$65,000 to \$75,000 DOE

Primary Duties

The Managing Director holds primary responsibility for Financial Management, Grant Management, Human Resources, and Organizational Operations.

- **Financial Management:**
Manage Interact’s financial resources using best nonprofit financial management practices. Ongoing financial consultation and planning with Artistic/Executive Director to ensure financial decisions support artistic direction and overall organizational vision and operations.
- **Grant Management:** Work with Artistic/Executive Director and Grant writer to manage all grants, ensuring compliance with all grant requirements and deadlines.

Human Resources:

- In collaboration with Artistic/Executive Director, work to ensure motivated, successful, happy, and fairly compensated staff.

Operations Management

- Ensure that contracts and leases, internal processes, IT, insurance and banking relationships, equipment, and maintenance services are in place and managed effectively. Supervises the Operations, Reception and Transits Coordinator with building and equipment maintenance.
- **Board Liaison**
Work with the Executive Director and Board Chair on meeting agendas, send out reports and provide board with requested documents and information.

Experience

- Minimum of five years’ experience in a management role in a comparably sized arts organization.
- Proven finance management experience, relative to scope of Interact’s \$2 million budget.
- Experience in personnel management and leadership.
- Bachelor’s Degree, or equivalent experience, in a complementary field.

Essential Qualities Include:

- Enjoys working with artists and staff who bring a diversity of personalities and abilities to the creative process
- Has good interpersonal skills for use with artists, staff, and other stakeholders
- Brings creative energy to solving organizational challenges
- Has an inclusive “yes/and” approach to problem solving, a curious intellect, the capacity to recognize what you don’t know and ask for help, patience, an entrepreneurial spirit, and an enduring sense of humor
- Can succeed and enjoy working in a culture of interruption and change

Additional Information

Interact provides a competitive salary, health and dental insurance, 403(b) savings plan: generous PTO, and a lively, engaging working environment.

How to Apply:

Please send resume, a cover letter, and 3 professional references to: nhall@grayhall.com

A list of specific duties will be provided upon application.