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## LuminariaSA.org

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**Kathy Armstrong**  
*Executive Director*

## POSITION AVAILABLE: LUMINARIA EXECUTIVE DIRECTOR

Since 2008, Luminaria has served the City of San Antonio with a free contemporary arts festival that spotlights the arts as an important part of city life. The festival embraces all artistic disciplines and showcases new theatrical, dance, and literary performances; film screenings; light projections; live music ranging from garage bands to orchestras; and visual art installations. Luminaria is an independent nonprofit organization that manages the annual festival, the Luminaria Artist Foundation grants program, and creative placemaking projects.

These awe-inspiring creative ventures don't happen overnight. It takes the visionary skill and careful planning of a leader, supported by a Board of Directors and dedicated staff, as well as the support of the City of San Antonio and community partners, to oversee the organization.

### WORK OBJECTIVES:

The Executive Director is responsible for the leadership, strategic planning, and operational management of Luminaria. The Executive Director must demonstrate a high level of knowledge in and enthusiasm for nonprofit management along with the proven ability to promote the arts to both arts enthusiasts and the general public.

### RESPONSIBILITIES:

The Executive Director participates with the Board of Directors in developing both short-term and long-term strategic plans that guide the organization. The Executive Director is then responsible for, and oversees, the day-to-day administrative activities required to achieve the strategic planning goals, including but not limited to human resources, financial management, governance, overall programming, administrative operations, marketing, event planning, and development/fundraising. The Executive Director supervises and manages an office staff, paid contractors, and unpaid volunteers. The Executive Director is responsible for managing and operating Luminaria in a manner that accomplishes the organization's mission while also adhering to donor requirements as contractually obligated. The Executive Director shall develop and manage a strategic planning process along with a fundraising program to secure the necessary resources to maintain Luminaria's viability. The Executive Director reports to the Executive Committee of the Board of Directors and interfaces with the entire Board of Directors to provide regular updates on the organization's success.

### DUTIES, RELATIONSHIPS & EVALUATION CRITERIA:

- Direct fundraising and business activities to assure adequate operating and capital support through such means as implementing new business ventures, establishing funding partnerships, cultivating donors, and initiating new revenue streams.

- Supervise and direct the financial operations of the organization, including but not limited to processing of donations and pledges, accounts receivable, accounts payable, financial reporting, and general budget development and adherence.
- Supervise and direct staff in accordance with applicable law and the organization's policies; and additionally, offer timely and consistent guidance and performance feedback, encourage professional development, and foster a collaborative approach to all operations.
- Direct inspiring work plans that focus, at a minimum, on the following components: artistic production and management, community relations and development, marketing and communications, finances and fundraising, operations, and board development.
- Oversee the administrative office and various artistic footprints for the Luminaria Contemporary Arts Festival and placemaking programs, ensuring efficiency and safety.
- Interface with the Board of Directors – a volunteer body that offers fundraising support, guidance, and counsel – and community partners to achieve Luminaria's goals. Work closely with the Executive Committee to secure the timely preparation of meeting materials; to develop budget, fundraising and programming goals; and to ensure their experiences and insight are factored into the development of the strategic plan and annual work plans.
- Serve as the principal staff liaison and represent Luminaria at professional meetings, public forums, and throughout the community.
- Participate in meetings and initiatives, as needed, of any granting/donor entity.
- Oversee the vision and execution of the mission of Luminaria – the festival, the grants programs, and the placemaking projects.
- Supervise the artistic curatorial committees, jurors, and judges; the production team; and artists in the construction of the annual Luminaria Contemporary Arts Festival.
- Oversee the application, selection process, and distribution of grant monies under the Luminaria Artist Foundation.
- Develop and oversee programs for arts placemaking in San Antonio.

#### QUALIFICATIONS:

- Minimum of a bachelor's degree in a relevant field, with at least three years as a leader in a nonprofit cultural organization or in for-profit project management.
- Experience in business or public administration.
- Knowledge of arts management, methods, and best practices.
- Experience and knowledge of managing an organizational budget.
- Grant writing and fundraising experience with documented results.
- Excellent organizational skills for a dynamic organization.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to adjust and thrive in a changing and shifting environment.