

Franco-American Heritage Center **Performance Hall and Heritage Hall**

The Franco-American Heritage Center was founded in 2000. It is a non-profit organization governed by a volunteer Board of Directors. The Center is housed in the former St. Mary's Church by the canal and the landmark Simard-Payne Park ("Railroad Park") in an area in Lewiston known as The Riverfront and the former worker neighborhood known as "Le Petit Canada" – "Little Canada."

The mission of The Center is to celebrate and preserve the Franco-American heritage while welcoming the cultures of our neighbors.

Position: Executive Director
Reports to: Board of Directors
Location: Lewiston, Maine
Website: www.francocenter.org

Summary of Position:

The Executive Director is responsible for the planning, organization and management of the Center. This person provides effective leadership in line with the Center's mission and values, under the direction of the Board of Directors. The Executive Director works with the Board to develop and implement strategies and recommend plans for future growth.

Primary Responsibilities:

- Oversees the programs and administrative functions of the performing arts center and the meeting facility (Heritage Hall).
- Fulfills role of Key Fund Raiser to maintain, enhance, and even exceed program and financial expectations through networking, grant writing, and donor and sponsor solicitations.
- Oversees museum exhibits, the library and gift shop facilities within the Center
- Keeps records of educational and cultural activities within the Center and archives records, documents, photographs, and other historical data that preserve the stories of the Francophones!
- Develops budgets and oversees financial records and reporting of same to the Board and meets with auditors as required.
- Engages in both short term and long term strategic planning.
- Serves as the public "face" of the FAHC, and as such represents the Center at various events to make the organization better known within the local community, within Maine and other states, and within the Province of Quebec and Eastern Canada.
- Attends Franco-American-related gatherings, both local and out-of-town, as an important part of this representation of our Center.
- Serves as a spokesperson for promoting and maintaining positive relationships with donors, significant constituents, politicians, and civic representatives.
- Maintains and develops new partnerships with other organizations and vendors.

Primary Responsibilities (Cont'd.)

- Establishes and maintains professional associations with governmental authorities and peers throughout the state and region, including the French and Canadian Consulates in Boston and the Delegation of Quebec in New England.
- Supervises the Center and Hall staffs, including the Program Director, Box Office/Marketing Manager, Food/Beverage/Facilities Manager, and the Volunteer Coordinator. In this respect, the Executive Director oversees and approves the selection and scheduling of the calendar of events.
- Reviews all the marketing plans, print materials, and broadcast media content developed by the Box Office / Marketing Manager.
- Coordinates all student-related educational programs, including the Student Exchange Program and all cultural and historical programs related to the French heritage.

Requirements:

- Passion for the Franco-American community, its heritage and the Center's mission, along with an appreciation for the arts and for the extraordinary role they play in our lives.
- Education: Undergraduate college degree and 10 years of management experience, or the equivalents thereof, including 5 years of progressively responsible management experience in an organization.
- Excellent written and oral communication skills.
- Fluency in spoken French, or consent to acquire such proficiency within 6 months of beginning work
- Knowledge of grant writing and management, including stipulated reporting to a granting organization.
- Proven history of problem solving, as well as ability to attend to details when multiple tasks are at hand
- Practical knowledge of computer software programs, e.g., Microsoft Office Suite.
- Willingness to work evenings and weekends, when most of the cultural and social functions are held at the Center.

Application Deadline: July 1, 2012

A statement of application, résumé and salary requirements along with three letters of reference, should be sent by e-mail to rlagueux@francocenter.org

or by regular mail to:

SEARCH COMMITTEE

Att: Raymond Lagueux

Franco-American Heritage Center

46 Cedar Street

Lewiston, ME 04240-7804

(Equal Opportunity Employer)