

Frequently Asked Questions (FAQs)

Applying for an Executive Director position takes time, energy, and resources. Out of respect for you, we're hopeful that the following FAQs will help you decide if this opportunity is right for you. We will update this FAQ document with questions that arise throughout the process.

Studio Reciprocity is conducting this search. If you have any questions, please email us info@studioreciprocity.com. Label the email "New Orleans Airlift Executive Director Search Questions." All applications and expressed interest in this position will remain confidential.

Application Deadline	February 15th, 2023
Application	APPLY HERE This application includes general and substantive short-answer questions and should take approximately 2-3 hours to complete.
Tips	<p>READ Be sure to read through the job description and the full FAQ document before beginning your application.</p> <p>REFLECT Reflect on what New Orleans Airlift is looking for and take time to reflect on how you fit within that story. Take time to imagine yourself in the role and how you'd be a great fit for the role.</p> <p>REVISE Once you have a draft of your application materials, take a moment to look back through what you've created and make sure that it represents you and how you communicate. Get feedback from someone in your personal network if possible.</p>

The Role

What is the search timeline?

- Early February: A small number of candidates are selected to advance to a [virtual interview](#).
- Mid February: A small number of candidates will advance to completing a series of tasks taking no more than 2-4 hours to complete.
- Early March: Pre-offer/offer stage. 3 top finalists will engage in a final interview with members of the hiring committee and team. Studio Reciprocity will check 3-5 references for each finalist.

- Mid-March: Offer extended.
- Mid-March: Start Date.

Salary Range. \$75K to \$90K + Benefits

Travel. Travel may be required depending on funded projects.

Location. This job requires the candidate to live in or relocate to the New Orleans, LA metro area.

What are the unwritten rules and non-negotiables for success in this role?

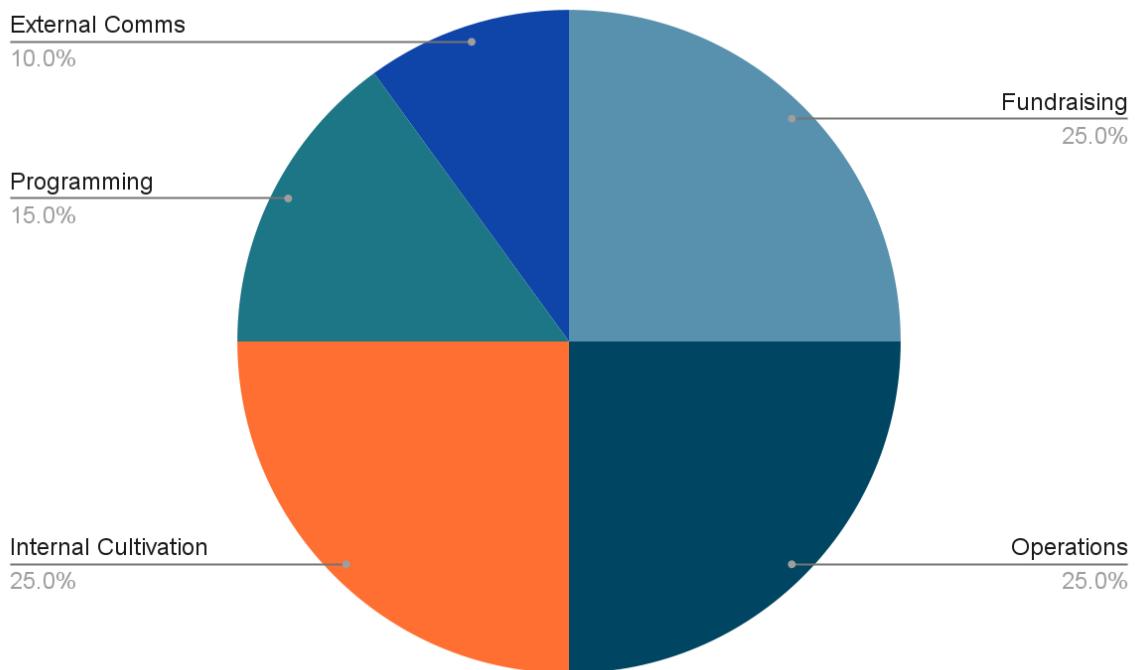
- **Experienced Fundraiser:** The new Executive Director will be working with the Board of Directors to ensure that adequate funds are available for the organization to advance its work. This includes preparing a budget and building an ambitious Development Plan in line with the organization's goals and vision as well as executing all Development activities.
- **Conscious Collaborator:** Fostering connections across a variety of communities is critical to the success of any staff member at New Orleans airlift, but especially the Executive Director. This person needs to know how to develop staff, partner with a variety of artists, and manage high-performing teams. This person needs to have a passion for New Orleans and the Gulf South, with the ability to immerse themselves into the city's culture and various communities.
- **Administrative Guru:** The new Executive Director needs to be familiar with building and implementing operational structures and systems. Experience needed include: maintaining official records and documents, ensure facility improvements and upkeep, provide general oversight over the fiscal functions of the org, and general logistics.
- **Organizational Strategist:** The new Executive Director will be responsible for building the organizational strategy including collaborating with the staff and board to design and executing a long-term organizational vision for the growth and advancement of New Orleans Airlift. This includes maintaining a working knowledge of significant developments and trends in the arts, public practice, community development, and advocacy fields.

What are the core competencies needed for success in this role?

- **Planning & Execution:** You should apply for this role if you love 1) developing projects and/or team-wide work plans with goals and interim milestones to manage resources, time, and people efficiently and effectively 2) designing enduring, scalable, and codified systems that enable staff success and achieve results within department while maximizing resources and 3) ensuring day-to-day operations within purview are having maximum impact toward organizational strategy
- **Management:** You should apply for this role if you enjoy 1) translating project/initiative goals into individual responsibilities and delegating accordingly 2) revisiting goals in the face of new developments and evolving them appropriately when necessary and 3) making sound decisions that drive the organization forward and marshaling the appropriate resources to execute
- **Collaboration:** You may be the right fit for this job if you 1) actively seek input from a team, pushing yourself to find and incorporate perspectives from team members from different backgrounds 2) demonstrate an ability to identify opportunities for collaboration to strengthen work products 3) inspire teams to collaborate across departments and lines of difference to accomplish goals and 4) set up strong collaboration structures and ensures roles and responsibilities are clear

- **Community Consciousness:** You should definitely apply for this position if you 1) willfully engage in courageous conversations about the impact of external events on internal priorities and values 2) can speak confidently about how histories of oppression manifest in current events 3) seek hyper-local, city-wide, and regional opportunities to engage with the community on issues of diversity and equity and you 4) drive and participate in decisions to refine Airlift's values, strategy and approach based on community context and input
- **Stakeholder Engagement:** You are skilled in stakeholder engagement if you 1) seek a diverse set of external perspectives from community stakeholders to inform planning and decision making within area of work 2) anticipate and embrace stakeholder reactions and work to address concerns in ways (timing, vehicle, messaging, deliver) that resonate and 3) influence critical stakeholders including board members and funders in ways that foster desired support for the organization

What will my first-year include?



What Stakeholders Say:

"High concept and nontraditional as it may be, (The Music Box) has found a place in the long history of New Orleans music. The Music Box's central idea — that music is something in which you can live — turns out to be the fundamental tenet of the city where it has thrived, and which it's inspired." -**NPR, Ann Powers**

"The Music Box is a breathtaking feat of DIY engineering, a collaborative revelation that seamlessly weaves architecture, sculpture, musical composition, folk art and installation into a living, breathing, "sound-making member" of the neighborhood." - **ARTNET, Emily Nathan**