



# Swords into Plowshares

PEACE  
CENTER  
and GALLERY

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***Swords into Plowshares Peace Center and Gallery is seeking a Director to begin August 1st. Interested candidates should send a letter of intent along with a resume and references to Jo-Ann Snyder ([joann.snyder@wayne.edu](mailto:joann.snyder@wayne.edu)) no later than July 15<sup>th</sup>.***

As a mission of *Central United Methodist Church*, we promote and inspire justice and peace through the visual and performing arts by:

- Serving as a forum for artists to present their works that comment on social conditions.
- Fostering visions of the world transformed to one where peace & justice prevail.
- Encouraging people to use their creativity to express their desire for such a world & to take action to make those visions reality.

### **Job Description:**

The Director is responsible for creating a warm and welcoming atmosphere at the Peace Center and Gallery. The Director will provide general administration of all events and programs, including art exhibits. The candidate for this position will develop relationships with artists, gallery clients, the peace and justice community, the community at large and church members to market and improve the success of the gallery.

### **Job Responsibilities:**

- perform administrative tasks (i.e. phone calls, email, correspondence, maintenance, record keeping, ordering supplies)
- communicate effectively with Central Church Staff, attend monthly meetings with Church leadership and prepare a yearly report to the Church Charge Conference
- research and submit proposals for grants; manage, administer and write reports on grant funds received
- develop, plan, schedule and advertise programs and events in conjunction with committees

- work with the Exhibit Committee to plan, organize, supervise and promote exhibits
- serve as a link between artists and the Gallery
- assist with cataloging permanent collection and assure appropriate storage
- oversee that the gallery is clean and organized
- work with the Finance Committee to plan a budget, administer accounts, handle donations and raise funds
- work with the Volunteer Coordinator to schedule, supervise and train gallery staff

**Requirements:**

- deep passion for social justice
- keen interest in the visual and performing arts
- ability to facilitate or experience writing grants
- friendly and upbeat personality
- ability to work with others
- problem-solving skills
- organizational skills
- computer literacy
- able to pay attention to detail

**Reports to:**

The Director will report to the Board and to the monthly Ministry Team meetings of Central United Methodist Church.

**Salary**

This position is part time (no benefits). The candidate will be expected to work approximately 20 hours each week/\$500 per week/\$26,000 annually.