



Altered Esthetics

1224 Quincy Street NE
Minneapolis MN 55413
612.378.8888
alteredesthetics.org

Board Member Job Description

About Altered Esthetics

Altered Esthetics is a non-profit community art gallery located in Northeast Minneapolis. We work to sustain the role of artists as a voice of society through our exhibits, events, services, workshops and programs.

Title

IT/New Media Director

General Description

The function of the Information Technology / New Media Director is to continue the functionality, usability and relevance of any new media or computer-based tools of the organization. The IT/New Media director also coordinates the organization Wiki as well as the website and e-mail services.

Compensation

Board positions are voluntary. Board members receive no monetary compensation for their services.

Time Commitment

Board members serve three year terms, roughly scheduled as follows. Year one: training/transition. Year two: development. Year three: recruiting, training and transition to incoming board members.

General Duties

Board members serve on the Altered Esthetics board for a three year term, attending monthly board meetings and working with artists, volunteers and board members to serve and further Altered Esthetics' Mission.

Specific Duties Include

- Setting up and maintaining Ae emails and accounts
- Maintaining the Ae Wiki
- Information Technology Planning
- Update the Ae website, such as entering shows and events
- Facilitating the Ae Blog and moderating Ae related forums
- Along with the press director, maintain an active presence on various Ae social media outlets
- Coordinate future website needs
- Coordinate Phone/Internet Services

Application Process

Board members are recruited annually as positions open. Open positions will be posted and application open to the public. To apply for a board position please submit a completed board application along with a cover letter to board@alteredesthetics.org or send to: Altered Esthetics, 1224 Quincy Street NE, Minneapolis MN 55413. Please note the specific position to which you are applying. Board applications can be submitted in advance and kept on file for the next available opening.