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Working Easier: A Toolkit for Staff and Board Members of Nonprofit Arts Organizations
By Debra H. Snider
\$22.00

Working easier – and smarter – is all about getting organized. At work, getting organized is much simpler than it's often made out to be. This simple and effective toolkit will walk you through the process of developing an effective organizational design, making it possible – and easier – for your organization to accomplish its goals effectively, efficiently and optimally.

Designed to provide arts management professionals with strategies and tactics to increase productivity, eliminate waste, and build a strong, scalable and adaptable foundation for future operations, *Working Easier* offers relevant for-profit business know-how and tools relating to organizational design and job satisfaction. The tools and tips included in this book will help to strengthen arts organizations and increase the career appeal of arts management by focusing each staff member on the functions that are most value-added and that she/he most enjoys.

Includes a step-by-step guide to articulating your vision, setting goals, establishing effective and useful processes and building leadership among the ranks, as well as a slew of tips on how to get – and stay – organized.



Filling the Gap: The Interim Executive Director Solution
A Manual for Staff, Board and Consultants Dealing with Leadership Transition in Arts Organizations
By Daniel Y. Mayer
\$22.00

An intensive period of transition is currently underway as the boomer generation – many of whom founded arts organizations at the onset of the movement – head to retirement. It is anticipated that in the course of the next five years, 70% of executive directors will leave their posts. Not all will retire; a good half will return into the system. But those organizations could be rudderless for a while, during a critical period that may dramatically impact the future well-being of their enterprises.

Many arts organizations facing leadership transition cope by assigning a staff or board member to take the reigns as a search proceeds, or simply complete the search as quickly as possible. However, haste doesn't always make for the best hiring decisions, and the strain placed on staff members who have been asked to double up on workplace responsibilities can have an equally negative effect on an organization.

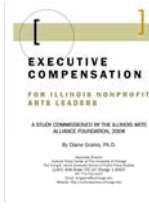
Taking a page from other fields who have learned the benefits of interim leadership, Daniel Mayer uses his own experience as an interim executive director (IED) to walk the reader through the issues and questions related to using IEDs to manage leadership transition. This guidebook will prove helpful to staff and board members of arts organizations in need of an IED as well as consultants and other individuals who are considering becoming an IED.

Includes an IED job description and "first day on the job" to-do list, a discussion on the role of the artistic director in the transition process, and an organizational diagnostic list, as well as sample employment contracts and a detailed resource list for further reading.

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Executive Compensation for Illinois Nonprofit Arts Leaders **By Diane Grams, Ph.D.** \$25.00

Fewer than half of full-time arts organization employees have access to a retirement fund according to a new study commissioned by IAAF. Of those, only 22 percent of organizations contribute to their employees' retirement plans. In effect, this means a mere 10 percent of the Illinois arts leaders receive any employer contribution to their retirement savings.

IAAF identified this troubling lack of retirement resources during a detailed examination of executive compensation and benefits in Illinois arts organizations. The study, conducted by Diane Grams, Ph.D., Associate Director of the Cultural Policy Center at the University of Chicago, is the first known effort to fully describe how leaders of small and mid-sized arts organizations are compensated. "This is the only study that includes data on small organizations rather than focusing solely on the large institutions," says Grams. "This research is very important for the arts in Illinois; it is also relevant nationally and can be applied to other nonprofit fields as well. We can now see the variation in how arts organizations of different sizes operate and get a more complete picture of how they care for their staff."



Planning for Succession: A Toolkit for Board Members and Staff of Nonprofit Arts Organizations **By Merianne Liteman.** Created in collaboration with the Arts & Business Council of Chicago \$22.00

Succession planning rarely appears high, if at all, on the list of chief factors that determine long-term organizational success, but it deserves to be there. In fact, succession planning is a key to organizational success over time. Arts organizations, whose oversight is typically vested in a volunteer board of directors, present special challenges and succession issues are often relegated to the bottom of everyone's in-box. It's important to place them on the table, however, and address them thoughtfully.

This tool kit is designed to help board chairs and members, executive and artistic directors, and others concerned about the long-term well being of arts organizations address the question of leadership transition and succession. The organizing concept is that of strategic succession, incorporating leadership transition into strategic planning, and planning for succession as carefully as one plans the next season or the upcoming capital campaign.

Includes guidelines, checklists, best practices & frequently asked questions for arts groups and other nonprofits who are facing (or should be thinking about) executive succession.



Succession: Arts Leadership for the 21st Century \$19.00

Read candid accounts of a major generational shift of leadership in non-profit arts organizations and examine leadership succession from every direction. Hundreds of arts administrators and board members, plus an array of expert observers make their voices heard through surveys, focus groups, interviews and white papers. Essays included in this publication include:

- States of the Arts: Career Conditions of Nonprofit Arts Professional in Chicago
- The Concrete Megalopolis Needs Its Grass Spots, Too: Nonprofit Arts Leadership in Chicago, 1971-2001
- Leadership Succession/Organizational Transformation
- Emerging Leaders
- Barriers to Greater Involvement of Young African Americans As Arts Organization Leaders
- The Board's Role in Succession Planning
- Leadership Succession in Nonprofit Organizations: A Board Member's Viewpoint

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