



Ellen Kodadek  
Executive & Artistic Director

137-35 Northern Boulevard  
Flushing, New York 11354

Tel. (718) 463-7700  
Fax (718) 445 1920  
[www.flushingtownhall.org](http://www.flushingtownhall.org)

## Flushing Town Hall Board Profile

Flushing Town Hall seeks qualified candidates for our Board of Directors. Flushing Town Hall is a 45-year-old cultural organization whose mission is to present **Global Arts for a Global Community** presenting arts and cultural traditions from around the world to bring people together. We work closely with our NYC community, which is not only Flushing but all of Queens and our NYC partners, to develop programs that celebrate and reflect its diversity, and we present cross-cultural programming to connect people from different backgrounds.

Our Arts Education programs are designed for the highly diverse student populations of Queens and NYC, and serve more than 25,000 students, parents, teachers and families annually.

Flushing Town Hall is a Presenting Arts Council now in its 45th year. Our Arts Services Department currently administers ~\$400k annually to Queens based artists and small arts organizations on behalf of NYSCA and the Howard Gilman Foundation. In 2025 we will be leading a large cultural/arts mapping project of Queens on behalf of NYSCA (over \$300K). As a Presenting Arts Council we also provide Professional Development for multi-disciplinary artists, exhibition and performance opportunities, Space Grant, Weekly Artist Zoom Hangs (since 4/2020), monthly Jazz Jams and monthly in-person meet-ups.

We operate out of a 162-year-old historic building owned by the City of New York which has a 308-seat theater, art galleries, side garden and two parking lots. Flushing Town Hall is a member of the NYC's Cultural Institutions Group (CIG) and a Smithsonian Affiliate. For more information, visit [www.flushingtownhall.org](http://www.flushingtownhall.org).

### Ideal candidate for our Board of Directors will have demonstrated:

- Passion for the arts (visual arts, music, dance, puppetry and / or theatre) and curiosity / interest in learning about unfamiliar cultures and art forms.
- Commitment to diversity, equity and inclusion – and recognition of the importance and significance of Arts programs from diverse cultural traditions.
- Networking skills, willing to actively spread the word about our amazing programs and to take advantage of their own networks to expand our base of support.
- Fundraising and / or philanthropic capabilities.
- Familiarity with (and love of) Queens, NY with a willingness to travel to Flushing, Queens.
- Prior board and / or leadership experience.

### Minimum Job Requirements:

- Demonstrate interest in the organization's mission and goals.
- Apply experience and / or knowledge in at least one area: fundraising, marketing and communications, strategic planning, finance, human resources, or community relations.
- Expand knowledge of Flushing Town Hall as well as board responsibilities through orientation and ongoing education (attending FTH functions, programs and services and learning who they serve).
- Represent Flushing Town Hall to the community at large and introduce the organization to their network for potential donors and Board members.
- Commit to eight to twelve hours per month distributed amongst the following responsibilities with some in person attendance.
- Board Meetings – preparation and attendance.
- Committee meetings – preparation and attendance.
- Special requests.
- Serve on one of the standing committees.
- Keep up to date on developments in the organization's field.
- Mandatory board give / get \$4,500 on an annualized basis.

Interested candidates should reach out to Flushing Town Hall's Executive and Artistic Director, Ellen Kodadek, at: [ekodadek@flushingtownhall.org](mailto:ekodadek@flushingtownhall.org) or 718-463-7700 x 225