



Hardy Advertising
& Promotion Commission

P.O. Box 1005
Hardy, AR 72542

Hardy Advertising and Promotion Commission Executive Director Job Description

Approved September 8, 2026

The Hardy Advertising and Promotion Commission (A&P) seeks a part-time executive director. This position assists the Commissioners in carrying out the A&P's mission including, but not limited to, the following:

Primary Job Duties

1. Day-to-day management of the Hardy Civic Center, including showing the facility and managing bookings, supervising staff, and managing maintenance and inventory.
2. Assisting with advertising, social media, and other outreach.
3. Acting as the recorder of the A&P and working with the Secretary to produce minutes and reports.
4. Responding to phone, email, and social media inquiries.
5. Basic bookkeeping tasks in partnership with the financial secretary and bookkeeper.
6. Other management, administrative and general labor tasks as assigned.

Secondary Job Duties

1. Secondary duties as assigned.

Minimum Qualifications

1. High School diploma or GED.
2. Experience providing general management and administrative oversight.
3. Must possess a valid Driver's License.
4. Strong written and verbal skills.
5. Strong computer skills using a variety of software.
6. A desire to serve the public.
7. Must be able to multitask and to handle busy workdays.

8. Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses, offenses against children, and any offense that would qualify to prevent a person from obtaining an Arkansas teaching certificate (A.C.A. 6-17-410).
9. Regular and unscheduled evening, weekend, and on-call program/event supervision is expected and required.
10. Ability to effectively communicate with others orally and in writing and to maintain appropriate professional demeanor.
11. Must be proficient in the use of a personal computer and relevant software programs including Microsoft Office.
12. While performing the functions of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.
13. While performing the functions of this job, the employee may be exposed to outside weather conditions.

Day-to-day supervision will be provided by the A&P Chair with some tasks requiring direct work with other members of the commission.

This is a 30-hour per week job and does not include a benefits package. Salary will be commensurate with experience.

The Hardy Advertising and Promotion Commission is an equal employment opportunity employer.

Submit a letter of interest and resume to visithardyarkansas@gmail.com by 5:00 p.m., Friday, September 25.