

## WORKING EASIER

A Toolkit for Staff and Board Members  
of Nonprofit Arts Organizations

Good organizational design makes it possible for people to work smarter and easier – instead of harder. It creates an environment that lets both the organization and its staff perform, develop and shine.

*Working Easier* is an easy-to-follow handbook 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. Informally written and full of tips, examples, checklists, forms, and sample job descriptions, *Working Easier* is sure to strengthen both your organization and your employees' job satisfaction, whether you're managing an arts nonprofit or any other department, group or small business.

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