



JOB DESCRIPTION EXECUTIVE DIRECTOR

OVERVIEW

Oxygen Art Centre is a rural artist-run centre that provides space and programming for artists and the public to engage in the creation, study, exhibition and performance of contemporary art in all disciplines. Oxygen Art Centre has been running for over a decade and has established multi-year operational funding.

The goals of Oxygen Art Centre are to stimulate the creation, exhibition and discussion of contemporary art in all disciplines, to stimulate rural cultural development and professional practices in rural artists, to engage in community development through art-based projects, to achieve diversity in all programming and to pay nationally recognized fees to all artists. Oxygen Art Centre is particularly interested in work with regional relevance, cross-discipline work and work that engages audiences in participatory processes.

JOB OVERVIEW

The Executive Director reports to the Board of Directors. The Executive Director responsibilities are as follows:

Leadership

- Implement the vision, mission and strategic plan of the organization as directed by Board of Directors
- Bring to the Board's attention opportunities for new initiatives and programs, fundraising, sponsorship and grant opportunities and to oversee these initiatives once adopted by the Board

Operational Planning and Management

- Maintain existing and develop new sources of operational and program specific funding through annual grants, corporate and private sponsorship and donations
- Develop an operational plan which incorporates goals and objectives supporting the strategic direction of the organization
- Review existing policies on an annual basis and recommend changes to the Board as appropriate
- Manage the facility, maintenance and rentals, ensuring facility is in good working condition

Staff, Volunteer and Membership planning and management

- Manage and provide guidance and support for staff, volunteers and contract workers (e.g. artists, faculty, designers, casual and professional workers)
- Maintain database of past and active staff, volunteers and members

Financial Planning and Management

- Work with the Board, Treasurer and bookkeeper to prepare a comprehensive annual budget and provide updates as necessary
- Administer the funds and approve expenditures of the organization according to the approved budget, reporting to the Board as required

Program Planning and Management

- Initiate research, develop and implement new projects that contribute to the organization's mission and vision and are responsive to the needs and interests of the community, region and beyond
- Proactively build and support appropriate and innovative programming relationships with other cultural and non-cultural organizations in the community

Community Relations

- Keep the general public and membership aware of Oxygen Art Centre activities through routine maintenance of website, social media feeds, e-newsletters, relevant media outlets and monthly activity calendars
- Actively liaise with community, faculty, artists, member and funders, paying particular attention to maintaining a positive and accountable relationship with the City of Nelson and provincial and federal funding agencies

EXPERIENCE & SKILLS

- Experience working with non-profit and/or arts organizations
- Arts background and/or education an asset; working artist preferred
- Project and program planning and management
- Grant writing and general fundraising
- Curatorial experience an asset
- Staff/volunteer management
- Excellent interpersonal, written and oral communications and leadership skills
- Strong organizational skills with an ability to prioritize and meet deadlines
- Ability to build and maintain a diverse community network
- Capacity to work with and take direction from the Board of Directors
- Marketing/communications
- Financial and budget management

DESIRABLE TECHNICAL SKILLS

- Proficiency in MS Office tools: Word, Excel, Power Point
- Capacity to manage social media marketing tools
- WordPress/Photoshop/QuickBooks

CONTRACT

- The Executive Director is a part time contract position, guaranteed for a base salary of 5 hours per week
- The Executive Director is expected to generate beyond 5 hours/week up to 25 hour/week based on their role in special programming for the organization
- No fixed weekly work schedule as hours fluctuate according to organizational calendar and ED's role in special programming
- Rate is \$25/hour.
- Start date January 2018 with first three months as a probationary contract

APPLICATION PROCESS

Applications will be accepted by electronic transmission until 5PM PDT on October 27th, 2017. Send to: amybohigian@gmail.com with subject line: Executive Director Application. Include the following:

- One page letter of intent
- Professional resume/CV
- Two work references with phone number

Please no phone calls to Oxygen staff or board members. Only candidates who are selected for the interview process will be contacted. Interviews will be taking place on November 5th and 6th with the potential for second round interviews. The successful candidate will require a criminal records check. No relocation funds are available.



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