

Arts BC Director, Programs & Services



WHO WE ARE and HOW WE WORK:

Community arts and culture leaders are the living, breathing force in BC's creative ecosystem. They are our most precious resource and help to generate vibrant communities and artistic activity throughout our province. Arts BC is a resource itself and works to cultivate community cultural development through knowledge-sharing, collaborations and partnerships and serving its province-wide network of over 550 arts council, arts, culture and heritage organizations, individual artists and creative entrepreneurs, municipal cultural managers, community and partner groups— The People Power of the Arts!

OUR VALUES

- **Sharing knowledge** in an open and transparent way with respect and integrity.
- **Fresh thinking** by being creative in our own work, encouraging new ideas and welcoming unique perspectives.
- **Making a difference** by equipping our provincial network with the tools and resources they need.
- **Inclusiveness** from emerging to professional, and from local to urban.
- **Diversity** in artistic talent, in identity, in community, and in perspective.
- **Higher standards** in the delivery of our work with the aim for improving community arts and culture practice in BC.
- **Stewardship** in upholding and safeguarding open and inclusive province-wide conversation in community arts and culture matters.

WHO YOU ARE:

Arts BC is seeking an individual who is motivated to guide Arts BC through the final stage of its renewal and support the organization's continued growth and reach over the next five years. You have a passion for arts and culture and emerging systems change initiatives, and a strong awareness of the current climate that BC's arts administrators, artists and creative entrepreneurs face today. You have in-depth organization development and planning experience, fundraising and development, as well as knowledge of trends and impact measurement, and can serve as go-to resource in supporting members in their work.

Arts BC's next team lead will work closely with the Board of Directors to support the organization in delivering its strategic plan, the delivery and development of programs and services with Arts BC's Knowledge-Sharing and Digital Content Specialists and Financial and Data Administrator (member services); as well as marketing, graphic design and web contractors.

YOUR ROLE:

- Manage Arts BC's operations, programming and human resources, within the Board-approved annual budget, policies and procedures.
- Build on the strong communication and good working relationships Arts BC has with communities and regional arts councils, arts organizations, individual members, other government agencies, funding agencies, officials and other key relationships.
- Advance Arts BC and its aims through in-sector and cross-sector collaborations and partnerships around the province.
- Work with the Board of Directors in developing policy for the organization; to implement such policy once it is established by the Board; in collaboration with the Board, lead the development of the Strategic Plan and implement the workplan to achieve the strategic goals.
- Promote advanced governance and organization practices to lead sector change by example.
- Identify, apply for, execute and oversee funding opportunities (grants, sponsorship, fundraising).
- Works closely with, monitors and provides direction on financial and data administration, including monthly full-cycle accounting, administration of member subsidies and grant payments, CADAC updates, year-end preparation, membership and CRM administration, and data reports, as delivered by Arts BC's Financial and Data Administrator.
- Ensure the operations of Arts BC are in accordance with the constitution and bylaws of ArtsBC, the B.C. Society Act and the Canadian Income Tax Act.
- Work with Board of Directors and contract consultants on program development for Knowledge Sharing, Community Cultural Development and Collaboration service areas.
- Manage Arts BC's hotline and be the in-demand resource for arts management trouble-shooting, listening, advising, and responding to member's capacity-building needs across a number of sector subject matter areas.
- Work closely with Arts BC's mentoring and advisory service — the Insight Team in delivering knowledge-sharing opportunities.
- Oversee digital communications and outreach services including content development and distribution, newsletter, social media and ongoing website development and updates, as delivered by Arts BC's Knowledge Sharing Specialist and Digital Content Specialist.

YOUR QUALIFICATIONS:

- University degree or diploma in business, arts administration or non-profit society management and minimal five or more years senior non-profit management experience (or equivalent).
- Strong management experience in office systems, budgeting, finance, marketing and strategic planning.
- Experience with a membership-based service organization/non-profit sector and a volunteer Board of Directors.
- Leadership with demonstrated ability to collaborate with Board of Directors, partners, constituents and staff.
- Strong organizational abilities including planning, delegating, human resource management, program development, and task facilitation.
- Exceptional relationship-building and team-building skills with membership, government partners, diverse community, volunteers, and stakeholder groups.
- Experience in an advisory or client/member-centred service role.
- Strong written and oral communication skills, including excellent public speaking ability.

- In-depth experience in non-profit organizations, marketing, sponsorship, grant writing, fundraising, revenue generation, and event planning.
- Proficiency in computer skills (MS Office, social media, video conferencing) and social networking using technology.
- Ability to exercise courtesy, tact, diplomacy and persuasion and uphold the organization's values.
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under pressure of time constraints.
- Willingness to work flexible hours, including evenings to accommodate Board and Committee meetings, as well as the occasional weekend as required to accommodate special events.

WHERE AND WHEN YOU WORK:

This contracted role is part of a growth plan to continue to expand the capacity of Arts BC's team. The Director, Programs & Services will reside in the Lower Mainland or on Vancouver Island, and will work closely with Arts BC's part-time contract staff, including the Financial and Data Administrator, Knowledge Sharing Specialist, and Digital Content Specialist, as well as Arts BC's web designer and other contractors as required. The above-noted services will be delivered over 20 hours per week during normal office hours and will be available to contract staff, constituents and the Board. Monthly meetings with the Board are through video conference. This contract role does not constitute an employer-employee relationship and performance will be measured on agreed-upon delivery of quarterly workplans. This contract is ideal for an experienced arts administrator who is engaged in other work but is motivated to grow the role to a full-time basis. Additional remuneration through Insight team service delivery is available on a per-service contracted basis in keeping with Insight Team fees.

HOW TO APPLY:

Please submit resume, cover letter and names of 3 references to: hr@artsbc.org

- Please direct all questions regarding this position to the email address above.
- Only those selected for an interview will be contacted.

Remuneration: \$3,000 per month

Application deadline: Thursday, January 16, 2020