



Executive Director

Job Description

The Executive Director serves as the chief operation officer of Arts Revelstoke, working closely with and reporting to the Board of Directors.

The Executive Director is responsible for the operational oversight of all programming, staffing, financial management, educational activities, marketing and communications, Revelstoke Performing Arts facility management, outreach, engagement and community relations of Arts Revelstoke.

The ED works closely with the Board of Directors to identify goals and strategies to ensure Arts Revelstoke's financial stability, profile and vitality within the community. The Executive Director's principle contact with the board is through the AR Board Chair.

The ED is supported by Board members in their role as cultural trustees, fundraisers, and ambassadors of Arts Revelstoke. The Executive Director lives and maintains a visible presence in the Community of Revelstoke in order to strengthen community relations, build individual and corporate support for Arts Revelstoke, and promote the success of its programs.

RESPONSIBILITIES:

Operational and Strategic Planning

1. Assists the Board in developing and implementing strategic plans to meet Arts Revelstoke's cultural, funding, and growth objectives.
2. Ensures that Arts Revelstoke complies with provincial and federal laws and regulations.
3. Maintains appropriate staffing levels to support ongoing operations.
4. Annually reviews ticket prices, venue rental rates and capital replacement fund levels with AR staff with respect to industry standards and cost of living changes.
5. Responsible for all grant applications, grant final reports and maintaining budgets for all programming.

6. Responsible for the oversight of all operational components of all Arts Revelstoke's programs.

Staff Management

1. Creates and maintains a respectful team approach.
2. Hires and supervises all full and part-time staff and contracted positions.
3. Monitors staff compensation and employment benefits, and from time to time recommends any appropriate changes to Governance and Finance Committees.
4. Undertakes an annual performance review of all staff.
5. Provides engagement opportunities for all staff.

Financial Management

1. In cooperation with the Finance Committee, develops an annual operating budget for approval by the Board.
2. With the Treasurer, ensures that Arts Revelstoke meets all tax, and reporting obligations.
3. Ensure annual year end financial reviews are completed, and cooperates with the Treasurer in carrying out any internal or external audits.
4. Ensures that the Society's charitable status meets CRA requirements, including overseeing the issuing and recording of charitable tax receipts.
5. Provides regular reports to the Finance Committee and to the Board on progress toward budgeted targets as required.
6. Works closely with staff and bookkeeper to process invoices for payment, to make bank deposits, to ensure the accuracy of financial statements.
7. Researches, prepares and submits funding applications to government, and charitable grantors. This may be in coordination with programming staff/contractors.
8. Ensures, along with the Finance Committee, that there is adequate insurance coverage for Arts Revelstoke's programming and for Officers and Directors.
9. Works with the Outreach Committee to develop and manage the fundraising plan for the organization including memberships, donors and sponsorships.
10. Seeks out and coordinates applications to funding opportunities that support Arts Revelstoke's programming.

Programming and Marketing

1. In collaboration with programming/curatorial staff and contractors, maintains a clear and articulate vision of the role of the arts in the cultural life of our community.
2. Oversees the LUNA programming committee and staff and works closely with them to administer LUNA Fest and Art Alleries.

3. Develop, implement and supervise programs and services that are consistent with the organization's mission and vision in collaboration with curatorial staff.
4. From time to time seeks opportunities to assist professional artists in creating new work of artistic importance in collaboration with the programming staff.
5. Assists community artists and arts organizations in presenting their work to audiences and providing professional opportunities as resources and capacity are available.
6. Assists and supports the provision of workshops and outreach activities for the benefit and artistic growth of the community.
7. Works closely with groups connected to youth to cultivate young audiences and to enhance young people's participation in and exposure to the arts.
8. Oversees the marketing strategy for all programming events to ensure community and visitor engagement.

Community and Public Relations

1. Acts as the public face and voice of Arts Revelstoke in the community and with the Chair, as one of the two primary spokespersons with government, foundations, donors, and other stakeholders.
2. With the assistance of the staff and contractors, devises and executes communication and marketing strategies to support the overall vision and mandate of Arts Revelstoke, to expand the reach to audiences for specific Arts Revelstoke and community programming.
3. Works supportively with the cultural and heritage organizations in the community as well as individuals to help them achieve their artistic and cultural goals.
4. Maintain good relations and communications with the Chamber of Commerce, Tourism, the City of Revelstoke and School District #19.
5. Continue to develop and strengthen good relations with the Indigenous Friendship Society of Revelstoke and the four nations who claim this territory: the Sinixt, the Secwepemc, the Syilx, and the Ktunaxa.

Governance

1. Establishes and maintains an effective, collaborative working relationship with the Board of Directors.
2. Works closely with the Board to maintain a current policy framework and strong fiscal health for the organization.
3. Assists Board committees as required.

CANDIDATE ASSETS:

1. Effective communication skills

2. Thorough understanding of G suite products
3. Non-profit sector experience
4. Experience managing staff
5. Grant writing experience
6. Financial management
7. Organizational and time management