

Employment Opportunity – Executive Director

Rotary Arts Centre Corner Brook, NL

Vision

The Rotary Arts Centre (RAC) is an Arts Centre in Corner Brook serving our arts and cultural producers, and the public (our local community and tourists alike). Since 2012, the RAC has provided for our community artist studios, two public exhibition spaces, and a thrust stage theatre/performance and rehearsal space that serves visual artists and craft persons, musicians, theatre artists and dancers.

Mandate

The Rotary Arts Centre has a mandate to:

- Run a dual-faceted Arts Centre which fosters creativity and is accessible to the community
- Foster an environment that brings people together to experience the exceptional work of artists in Newfoundland and Labrador and beyond
- Work with the arts community and to address their needs and strive to meet those needs
- Bring people together thereby sparking cohesion and a sense of creativity for both artists and patrons
- Provide an opportunity for emerging artists to work under the mentorship of established artists to help them achieve their professional goals

Salary

This is a full-time, year-round position.

- \$40,000 to \$45,000 commensurate with experience.

About the Position

We are seeking an Executive Director who provides strategic leadership to the organization and supervises the day-to-day operations of the Centre. Reporting to the Board of Directors, the Executive Director is responsible for the financial and administrative oversight of the Centre. This includes grant writing, strategic

planning, board relations, financial stability, staff management, venue management, revenue development, audience development and community engagement.

We are looking for an Executive Director who will be:

- A creative and collaborative leader who can build on what has been established in the Visual Arts and Theatre over the past decade
- Capable of playing an important role in fundraising and relationship management with major benefactors
- A strategic thinker with demonstrated leadership skills
- Eager to work collaboratively with the staff and the Board of Directors
- A skilful communicator, in person and in writing, who is willing and able to represent the Centre to its audiences and the wider public
- Excited by the impact of Visual Arts and Theatre/Performance in our community
- Knowledgeable about visual arts and theatre/performance locally, provincially, nationally and internationally

Key responsibilities:

- Overall financial management of the RAC including the preparation of budgets, financial reporting and stewardship
- Development of recommendations and action plans to ensure the long-term health and viability of the organization
- Working closely with the Board of Directors on governance matters and to implement fundraising strategies
- Negotiation of contracts with artists and staff members
- Preparation of funding applications and reports to government and foundation funders
- Management and maintenance of the Centre
- Active participation in the arts community

About you

The successful candidate will combine professional knowledge of arts management with strong leadership and communication skills. You have the ability and leadership to play a significant role in revenue generation, enhancement of the audience experience as well as the cultivation of and solicitations to both the corporate and individual philanthropic community.

You are able to lead a small team in a calm, compassionate, confident way that values collaboration, openness and a healthy work culture.

Qualifications:

- A minimum of 5 years in arts leadership. This experience should demonstrate a passion for the role of visual and/or performing arts within the community
- Demonstrated success in grant writing both provincially and nationally
- Show an ability to bridge between education and the arts

- Demonstrated leadership in annual fundraising campaigns
- A comprehensive knowledge of the visual and performing arts as well as all aspects of arts venue management
- Analytical, financial and organizational skills and the ability to build and maintain relationships with a broad range of stakeholders, and to enhance the community's understanding of the role and vision of the RAC

Assets

- A visual arts and/or theatre/performing arts professional with strong networks within the cultural sector
- Prior salary negotiation experience
- Audience development or community engagement experience
- Knowledge of capital campaigns

Application deadline: March 29, 2024

Applicants should send a detailed resume with three references and a cover letter highlighting their vision for the RAC and what in their background and experience makes them uniquely positioned to lead the RAC into its next chapter. Please forward applications to rotaryartshiring@gmail.com. We thank all applicants, but please be advised that only those considered for an interview will be contacted.

The RAC is committed to employment equity and diversity and encourages applications from all qualified candidates, including people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.

[Learn more](#)

