

Hamilton Arts Council – Executive Director Job Posting

The Hamilton Arts Council has a vision to strengthen the role of the arts and culture in the City of Hamilton by making the arts accessible and relevant to the entire community. Our mission is to communicate, advocate and mediate for the arts and the role of the arts in the community of Hamilton. Founded in 1969 and incorporated in 1973, the Hamilton Arts Council is the second largest and one of the oldest community arts councils in Ontario and is an affiliate member of Artist-Run Centres & Collectives of Ontario (ARCCO).

The Executive Director will possess strong arts administration knowledge and report to the Hamilton Arts Council Board. A proven leader, the ED is responsible for the overall performance, impact and growth of the organization. Displaying strong financial, fundraising, administrative and project management experience, the ED will be responsible for a \$300,000 budget.

As a strategic thinker, the ED will lead government relations, activities, develop and nurture strategic partnerships, and bring the strategic plan to life through incorporating the goals and objectives of the organization. Demonstrating a strong knowledge of the arts, the ED will demonstrate the highest professional ethical standards, inclusion and thoughtfulness while leading a team of staff and volunteers.

Holding a degree in a relevant field and arts management experience, the successful candidate will have a passion for the Hamilton Arts community and the ability to manage multiple priorities simultaneously.

To Apply:

Attention: Hiring Committee

Please send cover letter and resume in PDF.

Closing Date: Monday, July 31 at 4:30 pm.

Please email your application to: executive@hamiltonartscouncil.ca with the subject line *"Executive Director Application"*

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

The Hamilton Arts Council is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Interim Executive Director. We appreciate your interest, however, only those selected for an interview will be notified.

Executive Director – Job Description

The Executive Director of the Hamilton Arts Council is responsible for the implementation, advocacy and communication of the vital role and importance of arts and culture in the strategic development of the City of Hamilton. The ED will report to the Board of Directors of the HAC under its direction and will be the champion for the arts of Hamilton.

The ED will have a strong public relations background or a solid relationship with the local media. The ED will also be a relationship builder, one that may act as a mediator and conduit among artists, arts organizations, the business community and government. Attending events outside of regular business hours is a requirement.

The ED is expected to have a solid foundation in non-profit finance and to be a strong fundraiser. The ED will need to develop partnerships with arts organizations, artists, the business community and government, modeling through advocacy the value of the arts and cultural sector to the community as a whole.

Responsibilities:

Policy Development

- Work with the Board to develop, maintain and implement the strategic and tactical direction of the Hamilton Arts Council.
- Achieve short, medium and long term bench marks as they relate to our mission statement
- Recommend potential community members for Board membership

Communication and Advocacy

- Meet with and engage other members of the arts community to determine needs in the community with respect to funding, advocacy, and service duplication while facilitating the building of relationships between organizations
- Meet with and engage leaders, decision makers and the public across industries including art and cultural sector, government and business community. Continue to create “seats at the table” for the arts and cultural sector
- Advocate the value of the arts and cultural sector in a progressive economic and social development strategy and encourage active support and participation in the arts and cultural sector through social media, blog entries, quarterly reports to City Council and regular opinion pieces submitted to the Hamilton Spectator.

- Be a strategic presence in the media to maintain and continue to build a public dialogue and illustrate the achievements of the arts in Hamilton
- Speak at and attend public functions and events
- Respond to any negative comments or concerns from the community and membership
- Provide leadership and support the mobilization of the arts and cultural community and act a spokesperson for that community
- Promote the role and importance of HAC
- Facilitate program development and implementation (LivingArts Hamilton, Hamilton Arts Week) in alignment with the HAC's Strategic Plan.

Management

- Assist the Board President Director in moving towards the long term goal of becoming a funding provider
- Hire, train, manage, evaluate and performance management of staff, in accordance with HAC policies and provincial and federal law. Current staff complement includes Operations Officer, Public Programs Officer and student and grant-based positions as required.
- Facilitate monthly Board meetings, the annual general meeting and fundraising operations.
- Prepare and monitor annual budget for Board approval with Treasurer
- Supervise day to day financial operations including preparation of the monthly financial reports

Funding/ Grant Writing

- Develop and implement fund development strategy with Board and staff consultation
- Identify fundraising, funding, grant and philanthropic opportunities
- Supervise, write and apply for grants in a timely fashion
- Pursue and incorporate additional revenue sources through a variety of mechanisms consistent with the mission of the organization.
- Manage donor relations and annual donation campaigns
- Seek and implement fee-for-service opportunities including research and consultation contracts with the City of Hamilton
- Engage in research and development of arts sector initiatives; for example, micro-granting and affordability research, conducting Art Prize feasibility study with HCF