

gallerygachet

Executive Director - Job Posting

INTRODUCTION TO ORGANIZATION

Gallery Gachet is excited to announce the recruitment of their Executive Director. We are a thriving, collaboratively run arts production, education and presentation space located in the Downtown Eastside of Vancouver, on Musqueam, Squamish and Tsleil-Waututh territory. We support participants as artists, educators and curators. Through artistic means we aim to demystify and challenge issues related to mental health and discrimination, in order to educate the public and promote social and economic justice. We believe that the expression and practice of art and active participation in culture-building is a human right, and that art and culture are critical elements of a healthy society.

DIVERSITY & INCLUSION STATEMENT

Gallery Gachet values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Indigenous people, people of colour, people with disabilities, people identifying as LGBTQI, formerly incarcerated or institutionalized people, recent immigrants and people from working class backgrounds to apply. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization as diverse as the communities we serve.

POSITION DESCRIPTION

The Executive Director manages the operations, programming, finances, and human resources for Gallery Gachet; reporting to the Board of Directors through the Chair; is responsible for the overall day-to-day management and administration of the gallery. All duties are carried out collaboratively with staff, Board members, and committees.

QUALIFICATIONS

Experience

- A bachelor's degree diploma in fine arts, business or arts administration or non-profit society management.
- Non-profit management membership-based experience (experience in arts, community arts, or arts council organizations is an asset).
- Strong experience in administration, budgeting, marketing and communications.
- Experience managing staff and overseeing contractors.
- Experience in grant and proposal writing.
- Experience in fundraising and revenue generation is an asset.
- Experience managing in a unionized environment is an asset.

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Competencies

- Ability to work collaboratively.
- Ability to interpret and apply policies/collective agreement.
- Character based leadership qualities of integrity, accountability, justice, humility, humanity, collaboration, temperance, and judgement.
- Solid organizational skills and ability to prioritize and delegate.
Ability to think strategically, create plans, and execute objectives.
- Ability to evaluate projects and programs and provide advice, guidance and recommendations.
- Strong oral and written communication skills.
- Proficiency in using a variety of computer applications including MS Office and G-Suite.

APPLICATION PROCESS:

- Please submit by email a letter of interest with your resume to:
executivedirectorgachet@gmail.com
- We thank all those who apply. Please note only those selected for an interview will be contacted.
- For any inquiries regarding the position please email
executivedirectorgachet@gmail.com and the Interim Executive Director will connect with you.

Application deadline: Open until filled.

Start Date: ASAP

REMUNERATION & CONDITION OF EMPLOYMENT

\$ 45,000 – 50,000 per year, commensurate with candidate’s experience. Full-time position, includes medical & dental benefits after six (6) months’ probation, plus three (3) weeks paid vacation. Willingness to work flexible hours to include evenings and weekends as required.

Gallery Gachet Executive Director - Responsibilities

Strategic Organizational Development & Direction

- Manages Gallery Gachet in a manner that supports and guides the organization’s mission, vision, and mandate.
- Communicates effectively with the Board and provides in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

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- Reports to and works closely with the Board of Directors to seek their involvement in policy decisions.
- Establishes and maintains relationships with various organizations and utilize those relationships to strategically enhance Gallery Gachet's Mission.
- Serves as Gallery Gachet's primary spokesperson to the organization's constituents, the media and the general public.
- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
- Reviews and approves contracts for services.

Fundraising

- Develops resources sufficient to ensure the financial health of the organization.
- Conducts fundraising and revenue generation activities.

Financial Management

- Oversees the fiscal integrity of Gallery Gachet, to include submissions to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Oversees and signs all notes, staff employment contracts, contractor agreements, and other instruments made and entered into and on behalf of the organization.
- Reviews, approves, and co-signs grants.
- Contributes to grant writing as and when required.

Human Resources Management

- Manages all functions of human resources including recruitment of staff and contractors, application and administration of the collective agreement, conducting performance conversations and providing feedback, facilitating regular staff meetings, participates in all staff meetings.
- Delegates tasks to staff.
- Leads collective agreement negotiations as the Employer on behalf of Gachet
- Liaises with the Union as and when required.
- Participates in the Labour Management Committee.
- Oversees effective administration of Gallery Gachet operations by communicating with staff regularly.
- Supervises staff, contractors, and volunteers.
- Works with the Membership and Facilities Coordinator to ensure the smooth functioning of the organization's database systems.

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- Works with administrative staff in planning and creating the annual budget.
- Works with the Programming Coordinator to ensure effective execution of programming activities, panels, events, community outreach, special projects, communications and industry initiatives in accordance with annual strategic priorities.
- Works with the Programming Coordinator to ensure that all programming reflects the mission, goals and values of gallery Gachet and aligns with our strategic priorities.
- Supervise the operations of the organization including fielding external requests from stakeholders, funders and the public, disseminating information internally and externally, and ensuring that deadlines are being met.
- Oversees organization of Board and committee meetings. Attends regular board meetings and participates in sub-committee meetings as and when required.