

Kimberley Arts Council – Centre 64 Manager

Job Description (Revised November 2023)

Full Time – 30 -35 hours per week

Role:

The Kimberley Arts Council (KAC) Manager is responsible for delivering KAC's mission and mandate. The Arts Centre Manager reports to the Board of Directors, receiving direction from the president and in fiscal matters, from the treasurer and bookkeeper.

Board of Directors Support

- Support decisions and carry out directives from the Board of Directors.
- Report regularly to the Board about progress toward organizational objectives, financial status of the organization and other issues of concern to the Board.
- Ensure that the Board of Directors and committees abide by applicable policies, regulations, and legislation and adhere to the KAC Strategic Plan.
- Provide the Board with sufficient information to assist them to reach sound decisions and establish policies and procedures.
- Ensure distribution to the Board Members of the minutes, staff reports, and reports of committee meetings prior to KAC Board Meeting.

Managerial

- Responsible for the day-to-day operations of Centre 64.
- Assist in hiring, training, evaluating, and managing of staff, including performance reviews.
- Resolve conflicts or complaints from community members, volunteers, or staff, with assistance from the Executive or Board of Directors as required.
- Demonstrate comfortability working within unionized environment.
- Assist the Board of Directors to prepare for, and participate in, contract negotiations.
- Maintain high quality standards and a safe work environment.
- Manager role will require some availability to work occasional evenings and weekends.

Programming and Volunteers

- Actively engage in program development
- Support KAC committees in the management of events and activities, which may include planning, partnership development, grant writing, fundraising activities, budgeting, implementation, and final reporting.
- Act as consultant and advisor to all KAC committees and external users, attending committee meetings, if requested by the committee chairs.
- Ensure quality control for all KAC programming by promoting professionalism and excellence in planning, execution, fiscal control, and reporting.

Fiscal Control

- Exercise fiscal management of the organization in consultation with the Treasurer, the Bookkeeper, and KAC Assistant of Finances.
- Approve expenditures within the limits of the Board-approved budget and provide information to the Board regarding purchases and expenditures.
- Research grant and other funding opportunities and write grant applications, guided by KAC Board of Directors.
- Complete final reports for grants, along with monthly reports as needed.

Facility Management

- Monitor condition and ongoing security of Centre 64; contact Maintenance Committee or City to ensure timely maintenance and repair of Centre 64 facilities.
- Manage the operation of the theatre at Centre 64.
- Ensure security, integrity, and confidentiality of all data.

Communications and Public Relations:

- As the representative of the Kimberley Arts Council and Centre 64, ensure KAC, community organizations, renters and public are always made to feel welcome and are dealt with in a courteous, positive, and professional manner.
- Keep all communication tools current, including web and print media, and compile and store all press about the KAC.
- Ensure that all the communications are consistent with the KAC marketing goals.
- Ensure that all volunteers are aware of volunteer guidelines and KAC communications/marketing strategies.
- Direct inflow of correspondence and other information to appropriate committees and the Board.
- Provide timely reports to the Board on all activities of KAC, including facility usage statistics.
- Engage collaboratively with other arts, culture and heritage organizations, schools, businesses, and community members.

Membership

- Work closely with the Board to establish membership benefits, strategy, and targets.
- Actively engage in member recruitment.

Professional Development:

- Attend appropriate professional development to improve effectiveness.
- Support professional development activities of staff, board of directors, and volunteers.

Expectations:

The Arts Centre Manager will

- Serve as the professional advisor to the Board, ensuring that the Board has the staff perspective on the potential impact or consequences of possible Board policies and decisions.
- Identify issues requiring Board policies and where appropriate recommend policies for Board of Directors' consideration.
- Inform the Board fully and accurately regarding any matters that could have a material impact on the image, public perception, and work of the organization.
- Inform the Board fully and accurately regarding the activities, operations, and changes at Centre 64.
- Demonstrate effective leadership, problem solving and conflict resolution skills, excellent communication and interpersonal skills, and fiscal management skills, along with organizational and time management abilities.
- Other duties, relevant to the position, shall be assigned as required.

This job description will be reviewed and updated as needed.

This position may be eligible for Work BC Wage Subsidy Program.

How to apply:

If you are excited to join our team and support our mission and values, we invite you to apply for this position with the Kimberley Arts Council – Centre 64. As part of your application, we are requesting an introductory letter describing your specific interest in and aptness for this position, along with your curriculum vitae.

Please email your application to the attention of Board President, **Linda Douglas** at **admin@kimberleyarts.com**, and include “Arts Centre Manager” in the subject line.

The deadline to receive applications is 5:00 PM on December 1, 2023.

The Kimberley Arts Council Board of Directors thanks all who respond for their time and attention to submit their application.

Kimberley Arts Council – Centre 64
64 Deer Park Avenue, Kimberley, BC V1A 2J2
T:250-427-4919 E: admin@kimberleyarts.com www.kimberleyarts.com