

January 26, 2024

Exciting Arts Management Opportunity!

ARTS ADMINISTRATOR

The Community Arts Council of the Alberni Valley is seeking to hire an Arts Administrator, reporting to the Board of Directors.

Pay and Hours of Work:

\$30 per hour; 30 hours per week

Working out of our beautiful Harbour Quay gallery, the **Arts Administrator (AA)** is responsible for the overarching administration and leadership of the CAC's programs and services. The successful candidate will have a passion for the arts!

Duties include:

- Planning and project management, including budget preparation, grant writing, and fundraising.
- Manage and supervise two direct reports, as well as summer students.
- Prepare biweekly payroll, quarterly artist payouts, charitable tax receipts, GST rebate; work with accountant to prepare financial statements.
- Responsible for high quality curatorial direction and smooth, continuous operation and security of the Grove Gallery and retail Gift Shop.
- Liaise directly with local artists and cultural producers.
- Responsible for overall management of the website.
- Membership relations and public communications.
- Represent CAC through various committees and community groups to promote and advance CAC's interests and influence.
- Facilitate and attend board meetings.

Qualifications and Competencies:

- University degree/diploma in Business Administration or similar, and/or three years' experience in arts administration, business, or recognized non-profit society management in the Arts.
- Excellent written and spoken English language skills.
- Strong computer skills, specifically in MS Office and Google Workspace.
- Strong grant writing skills.
- Excellent interpersonal and leadership skills.
- Experience preparing budgets and solid understanding of financial statements.
- Proven experience in fundraising.
- Experience in an art gallery is an advantage.
- Experience working with diverse and/or marginalized groups is an asset.
- Valid BC Class 5 Driver's Licence and a personal vehicle are required.
- *Successful candidates will be required to complete a Police Information Check.*

The Community Arts Council of the Alberni Valley has operated continuously for more than 55 years and acts as the focus for the Arts in the Alberni Valley.

Our Mission: to promote and support art and artists in the Alberni Valley.

OUR VISION: Enhancing the quality and vibrancy of life in our community through a rich and diverse culture of arts.

We invite qualified individuals to apply in writing to:

Board of Directors,
Community Arts Council of the Alberni Valley
Unit 7, 5440 Harbour Quay,
Port Alberni, BC V9Y 1T7
admincac@shawcable.com

Deadline for submissions: Friday, February 9, 2024, 12:00 noon.

We thank all who apply but only those selected for interview will be contacted.

January 26, 2024.