
Position Available: Manager - Vernon Community Arts Centre

Closing Date: March 15, 2021

The Arts Council of the North Okanagan is searching for an experienced manager for the Vernon Community Arts Centre. This position will take a leadership role within the local and regional arts and culture community. The Vernon Community Arts Centre (VCAC), located in the heart of the Okanagan, is a vibrant and established art centre offering classes for all ages in glass, clay, fibre, visual arts and music. For more information, please visit our websites: www.vernonarts.ca and www.acno.ca.

The ideal candidate will bring a mix of innovative thinking, marketing and business expertise to the position, promoting the arts centre and its activities. The successful application will have a passion for community arts initiatives and arts education and the ability to motivate a team to deliver dynamic programming ideas that connect with a diverse community. Reporting directly to the Board of Directors, the manager is responsible for contributing to the development of the strategic plan, implementing the overall vision and managing the organization.

Responsibilities:

- Oversee the management and administration of the Vernon Community Arts Centre
- Manage all aspects of human resources including hiring, training, assigning, scheduling, and mentoring
- Align team priorities with business objectives and strategic goals
- Collaborate with instructors and staff in creating innovative programming and marketing plans
- Establish high standards for the delivery of arts programming and client service
- Analyze market trends, consumer needs and the competitive landscape
- Develop and monitor operational, marketing and promotion strategies
- Develop and facilitate fundraising activities and events
- Prepare grant applications for operating and project funding
- Provide support to users of the facility
- Participate in community-based arts and culture events

Preferred Qualifications and Experience

- Post-secondary education in administration or related field
- 3 years experience in business administration
- Proficiency with Office 365
- Experienced in preparing grant applications
- Skilled in team leadership
- Ability to adapt to an on-demand work environment that requires flexibility and versatility, including occasionally working evenings and weekends

Remuneration: 35 hours per week | \$25 to \$28 per hour depending on experience.

Please apply to Barb Keith at keithbarb323@gmail.com.

Only short-listed candidates will be contacted.