

Head, Art Services Unit

Competition: 4600 (Internal/External)
full time

Status: Regular

Salary Scale: \$83,600 to \$105,000
March 19, 2010

Closing date:

About the Canada Council for the Arts

Join our team and play a role in supporting Canadian creativity. The Canada Council is a dynamic, highly-respected national agency with a mandate to promote the study and enjoyment of, and production of works in, the arts. We offer competitive salaries and benefit package. For more information about the Canada Council for the Arts, please visit our website at www.canadacouncil.ca.

About the role

Under the direct supervision of the Director, Arts Disciplines, contributes to the strategic planning and long range development of the Arts Discipline Division; facilitates the ongoing management of programs of the Arts Disciplines Division; manages the production of documents related to the architecture of programs and provides information on the Canada Council and its programs; delivers administrative and grant-related policies and procedures in an efficient and cost effective manner; manages the activities of the Registry Centre at the Canada Council; leads the ongoing development of key business tools; manages the activities, budget, and staff of 11 employees of the Arts Services Unit; and performs other related duties.

Basic requirements of the position

- a university degree in arts, public or business administration or equivalent combination of education and 10 years of professional practice and experience;
- five years' experience in service delivery, management and administration, preferably in an arts related environment;
- excellent interpersonal, negotiation, collaboration, business analysis, communication and team-building skills;
- ability to motivate staff and to deal with conflicting priorities and differing points of view; and strong planning, organizational, analytical, risk management and policy development skills.
- This position requires the use of both official languages. The requirements in the second official language are: an advanced level in oral and reading comprehension and an intermediate level in writing.

This position is located in Ottawa and the incumbent travels less than 10 days per year.

How to apply

Send the completed [Application for Employment form](#) quoting the competition number listed above and a copy of your resume to the attention of Roch Brunelle, Human Resources, prior to the closing date by either:

- email: competition1@canadacouncil.ca

- fax: 613.566.4323
- mail: 350 Albert Street, P.O. Box 1047, Ottawa, Ontario, K1P 5V8

For a copy of the job description, please contact Roch Brunelle at 613-566-4414, extension 4124 or by e-mail at competition1@canadacouncil.ca. We thank all applicants for their interest; only those selected for an interview will be contacted.

We value diversity in our workforce and encourage candidates to self-identify as members of the following designated groups: women, visible minorities, Aboriginal peoples and persons with disabilities.