



EXECUTIVE DIRECTOR

ArtStarts in Schools Vancouver, BC

The Board of Directors of ArtStarts in Schools is seeking a full-time Executive Director to lead and manage the BC-based not-for-profit society. With offices and a gallery located in downtown Vancouver, ArtStarts is looking for an individual with financial, administrative and programming experience to lead the development and delivery of ArtStarts' BC-wide arts and education programs and services.

Reporting to the Board of Directors, the Executive Director is responsible for setting the overall artistic and educational aims for the society; for guiding and implementing its strategic plans; for representing the society to the public, funders and other stakeholders; and for planning and overseeing the society's operations, which are currently run by a team of seven employees.

The ideal candidate will have an inspiring vision that fosters connections with diverse local communities. S/he will equally be capable of strategically orienting the Society's approach to ongoing financial development needs, as well as managing the Gallery's outreach, professional development and operational requirements.

Applicants are invited to apply by sending a cover letter and appropriate career documents that distinguish you for this position.

Proposed Start Date: **November 2010**

Please send as a PDF attachment to:

artstartsjobsearch@me.com no later than **JULY 31, 2010.**

Information on this job posting can be found at
www.artstartsjobsearch.wordpress.com

Only Emailed applications to this email address will be accepted.

Do not mail or drop off hard copies to the ArtStarts office.



Description of Position

The Executive Director, with participation of the Board of Directors, ensures the continuity and fulfillment of the Society's vision and mandate; facilitates the ongoing management of ArtStarts programs and services; develops and delivers administrative policies and procedures in an efficient and cost effective manner; maintains communication with the board, accountants and auditors, develops and oversees the society's marketing and communications; acts as a resource person and representing the society on diverse panels, committees, and the media; develops private and public financial development campaigns; manages the activities, budget, and staff at ArtStarts; and performs other related duties.

The successful candidate will meet the following requirements:

- Imagination, vision and demonstrated leadership experience in the not-for-profit arts sector;
- A thorough knowledge of the issues facing the arts and education sectors in British Columbia;
- Strong interest and skills in using technology to promote new services and delivery mechanisms;
- Excellent organization, time management and administrative skills with an ability to plan, set goals and achieve objectives;
- Proven success in motivating, leading and managing staff and working with a volunteer Board;
- Successful experience with financial development, grants and contribution agreements, public and private fundraising;
- Proven abilities in financial management with strong budgeting skills;
- A university degree in arts, education, public or business administration or equivalent combination of education and professional practice and experience;
- Knowledge of the professional arts community in British Columbia;
- Excellent communication and interpersonal skills.



Thank you to all who submit an application. You will receive a confirmation email, however only those selected for an interview will be contacted after that.

Please email resume and cover letter including salary expectations by **JULY 31, 2010 to:**

artstartsjobsearch@me.com

The logo for ArtStarts, featuring the word "artstarts" in a lowercase, sans-serif font. The "art" is in red and "starts" is in black. To the right of the text are three grey circles of decreasing size, resembling a thought bubble or a trail of bubbles.

About The ArtStarts in Schools Society

ArtStarts in Schools provides innovative arts programs for young people, practical resources for artists and teachers, and leadership in advocacy for arts in schools and communities throughout BC. Since 1996, ArtStarts has supported and promoted professional artists, arts presentations and artist-led programs in urban, rural and remote regions of the province.

In 2006, ArtStarts created Canada's first gallery for young people's art in downtown Vancouver, where exhibitions of student work created in our programs are presented year-round. The gallery and other spaces in the centre are regularly used for meetings and other community events, such as a monthly performing arts workshop series we host for families in our neighbourhood.

ArtStarts is proud of the fact that our programs and services benefit hundreds of communities throughout BC. From kindergarten to grade 12, in public and private schools from Dawson Creek to Vancouver's downtown east side, ArtStarts ensures community access to music, visual arts, dance, theatre, storytelling and more. ArtStarts not only contributes to the artistic and market development of emerging and professional artists, but also to the creative and audience development of the next generation of British Columbians.

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For more information on ArtStarts: www.artstarts.com