

Job Posting: Executive Director of New Works

New Works is seeking a senior administrative and programming person for the position of Executive Director to lead the development of artists' careers through management, mentoring and presentation, and the development of audiences, with an emphasis on cultural pluralism and inclusion. Proposed start date: April, 2010. Detailed Job Description follows.

Closing date for applications: February 10, 2010

Applications including cover letter and resume should be sent via email to:

mdartsandcommunications@gmail.com

If your email has been received, you should receive an automatically generated response immediately telling you that your email was received.

Please do not contact the New Works office by phone, as this search is being conducted by a third party.

About New Works

New Works is a non-profit, charitable organization that provides an innovative platform for developing communities through art engagement.

By presenting diverse dance styles and traditions to the public, and by supporting and mentoring Vancouver-based dance artists, New Works promotes the inclusiveness and diversity of Vancouver itself. By affordable programming, workshops, and educational activities for artists and audiences, New Works provides dynamic performance experiences and accessible programming. We present dance that is intriguing, unpredictable and captivating. Ballet, hip hop, contemporary, aerial dance, and dance traditions from around the world are just a few examples of shows we offer with our trademark series Dance Allsorts, All Over the Map, and Pop Up Dances. We also offer a valuable mentoring program and management services to dancers and dance companies who need help getting started or require support for their current activities

About You

- Team player with a collaborative, supportive leadership style
- Experience working in a senior position in a non-profit performing arts organization
- Direct experience programming culture-specific work and collaborating with members of different cultural communities
- Grant writing and fundraising
- Knowledge of the performing arts community in Vancouver and nationally
- Experience presenting events to the public and marketing to diverse audiences
- Knowledge of standard accounting procedures and practices
- Experience supporting career development for emerging artists
- Experience hiring and supervising staff
- Mastery of MS Word and Excel; basic understanding of database, content management and fundraising software programs

About the position

Job Title: Executive Director

Job Location: New Works Office, 677 Davie Street, 7th floor, Vancouver BC V6B 2G6

Reports to: Board of Directors

- Senior administrative and programming position in a non-profit society dedicated to the development of artists' careers through management, mentoring and presentation, and the development of audiences, with an emphasis on cultural pluralism and inclusion

Responsibilities:

- Creates and manages annual and project budgets
- Determines programming priorities and manages performance schedules
- Develops all funding proposals and reports
- Chooses artists and companies to present, manage and mentor
- Directs staff in administrative/management services to client companies
- Represents the organization with funders and sponsors
- Recruits, hires and supervises permanent staff and consultants
- Develops and implements annual fundraising campaigns
- Maintains legal provincial and federal status of the society

Academic/Educational Requirements:

- Degree in arts administration or successful completion of courses in business practices in the arts including fundraising, marketing, personnel management and financial management

Required Qualifications/Experience:

- Experience working in a senior position in a non-profit performing arts organization
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- Grant writing and fundraising
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Asset Qualifications

- Diversity training

Working Conditions

- Open plan office, casual working environment, team approach, flexible hours to accommodate attendance at weekend and evening events, PC platform

Salary

- \$45,000 to \$50,000 commensurate with experience