

Executive Director
North Peace Cultural Society – Fort St. John, British Columbia

The North Peace Cultural Society (the Society) is seeking a highly motivated and enthusiastic candidate to assume the position as the Executive Director of the North Peace Cultural Centre (the Centre).

The Centre is a 63,000 square foot facility in the heart of downtown Fort St. John that includes:

- A 413 seat proscenium theatre used as a roadhouse and for the Society's presentations;
- Peace Gallery North – a museum class art gallery and gift shop;
- artSpace Education Programs – educational and entertaining programs for all ages;
- the Cultured Café – a small bistro style café that also caters for Centre events (leased to private contractor);
- Fort St. John Public Library – long term lease with the Society

The Centre's various rooms are rented out regularly for meetings and banquets.

As a policy driven Society, the Executive Director reports to the Board of Directors and all staff are the responsibility of the Executive Director through the various department heads. Currently there are fourteen full and part-time staff, three to four contract positions and up to ten contracted instructors.

The Centre runs an operating budget between \$750,000 and \$850,000 a year. The facility is leased from the City of Fort St. John and they are responsible for all major maintenance and potential long term capital projects.

The successful candidate should have the following qualifications:

- A degree in the arts, arts management or business. The equivalent in experience will be considered;
- A minimum of five years of successful facility management (preferably in the arts);
- The presentation of performing artists would be a tremendous asset;
- A strong grasp of the non-profit industry;
- Excellent interpersonal and communications skills;
- Strong computer skills;

The Society offers a competitive salary and benefits. All candidates may submit a salary range. Only those selected for an interview will be contacted.

Please submit cover letter, resume and references by 5:00 PM Wednesday, December 16th, 2009 to:

North Peace Cultural Society
Attention Search Committee
10015 100th Ave.
Fort St. John, BC
V1J 1Y7

For additional information or questions contact Gordon Grant, Executive Director or email ggrant@npcc.bc.ca. www.npcc.bc.ca

North Peace Cultural Centre

Executive Director Job Description

The Executive Director reports to the North Peace Cultural Society Board of Directors

The Executive Director will be responsible for the planning, development and implementation of the Cultural Centre's mandate and policies under the authority of the Society. The responsibility includes facility operations and fostering partnerships with community stakeholders. She/he participates on the Society's Committees.

Principal Areas of Responsibility Include:

Financial Management of the Cultural Centre

- Preparation and recommendation of annual budgets for all operations.
- Monitoring of monthly revenues and expenditures and review of monthly GL and statements to the Board;
- Presentation of annual financial statements;
- Establishment of rental rates and service charges;
- Client billing information and payroll information.

Human Resource Management

- Hiring, contracting, supervising, evaluating and terminating staff;
- Supervising staff thru the various department heads;
- Setting pay rates and scheduling;
- Ensuring clarity of staff roles and responsibilities;
- Assuring adherence to policy and the BC Labor Code.

Venue Operations Management

- Maintaining efficient facility operation;
- Booking, negotiating, contracting and executing Society presentation events;
- Review of Gallery exhibits and artSpace programming with coordinators;
- Ensuring and maintaining good relations and open communication with City staff, clients, users and colleagues;
- Establishing and reviewing terms of rental contracts and agreements;
- Ticket Services oversight;
- Communicating with other facility managers to maintain best practices;
- Developing, with Society Board, operating plans, objectives, and policies;
- Developing, with staff, operating plans and objectives.

Promotion, Marketing, Community Relations

- Marketing the venue to potential renters and maintaining the Web site;
- Maintaining a presence in the community and with touring presenters;
- Assisting renters and users, where possible, with their publicity efforts;
- Fostering a cooperative spirit with the community and encouraging resource sharing.

Capital Planning

- Establishing annual maintenance regimens and, with the City of Fort St. John, seeing that they are carried out in an effective way;
- Planning capital replacement initiatives and upgrades to equipment as needed to allow the cultural centre to be a state-of-the art resource and to keep the facility competitive in the theatre service environment.