



Reporting to: Board of Directors

General Description

The Executive Director (ED) is the senior staff reporting to the board of directors and is responsible for the overall day-to-day management and administration of the Abbotsford Arts Council's (AAC) operations. The ED advises the board of directors in the area of governance and policy development and performs duties in accordance with the terms and conditions of the AAC's Constitution and Bylaws, Fee-for-Service Agreement with the City of Abbotsford, BC Society Act, charitable status regulations, and the guidelines stipulated by all grant funding providers.

Duties and Responsibilities:

Provides professional management support and advice to the board of directors

1. Advises the president, standing committees and the board of directors on policy development for the organization and implements policies once adopted by the board.
2. Coordinates the production of written management, operational and financial reports as required by the board.
3. Attends executive, board of directors, and ad hoc meetings as directed by the board of directors. Acts as advisor to committees. Schedules and facilitates committee meetings; prepares meeting materials.
4. Prepares and maintains policy and procedure manuals for the organization to be displayed in a place to which all staff and board members have access.
5. Identifies, establishes and maintains good working relationships and partnerships with other arts organizations, government agencies, officials and community groups to collaboratively promote and achieve the goals of the AAC, its partners and to benefit the community at large.
6. Continuously seeks out opportunities, sponsors and funding for new program development and reports findings to the board of directors.
7. Acts as a liaison between the board of directors and City Council and staff.
8. Regularly attends networking, member group and community events to identify and establish new partnerships.

Provides professional support specific to the legal responsibilities of the organization

1. Enters into, signs and maintains all legal agreements and contracts regarding operations, program grants, partnership licenses and certificates of affiliation as directed by the board of directors.
2. Ensures that all aspects of these legal agreements are adhered to, and prepares and submits all written and oral reporting forms as required.

Performs all duties regarding the financial stability of the AAC

1. Prepares and submits written annual and long term budgets to be presented to the board of directors for adoption.
2. Prepares and submits in written format all budgets to the board for approval, and maintains once adopted by the board.
3. Oversees fiscal management of all budget areas and brings any discrepancies to the attention of the Board.
4. Provides the board of directors with an annual written budget specific to earned revenues, programs, events and fundraising initiatives for the following fiscal year prior to the completion of the current year end.
5. Prepares monthly sales/commissions reports for the gallery and boutique.
6. Ensures all operational grants are submitted and prepares support documentation and budgets associated therewith.
7. Prepares and presents fee-for-service funding presentation and/or report to the City of Abbotsford.

Performs all duties regarding human resources

1. Recruits, trains and supervises all staff and contractors; provides feedback and evaluation on work performance.
2. Prepares job descriptions with consultation of the Executive as Human Resources Representative.
3. Assists the Executive as Human Resources Representative to recommend salary changes through the annual budget adopted by the board.
4. Oversees safety and security policies and implements appropriate protocols and procedures as required.

Performs all duties regarding building and equipment maintenance

1. Oversees the physical, mechanical and maintenance needs of the AAC including contracts, equipment acquisition, repairs and inventories to ensure a high standard of maintenance and bring any major concerns to the attention of the board.
2. Sources and acquires all equipment and materials required for the operation of the AAC and the Kariton Art Gallery.

Oversees the coordination and marketing of all programming

1. Directs the administration, marketing and logistics of Abbotsford Arts Council events and programs including the Envision Financial Coffee House Concert and Concert in the Park Series, the Arty Awards, the Christmas Artisan Gift Fair, Mill Lake Cruise-in, Art of Marketing Speaker Series, Canada Day Parade and Art Market, Culture Days, monthly gallery exhibition openings, artist demonstrations, workshops, and any other events as developed by the Abbotsford Arts Council.
2. Oversees the recruitment and scheduling of event volunteers and continuously develops the AAC's volunteer program.
3. Develops or facilitates the development of all marketing materials including press releases, newsletters, print advertisements, informational handouts, and email newsletters.
4. Manages the AAC website and social media accounts and posts ads on community calendars.
5. Develops or facilitates the development of all program and event materials.

6. Develops and continuously improves all applications for programming.
7. Develops and maintains good working relationships with vendors and local media outlets.

Manages and promotes the Kariton Art Gallery and Boutique

1. Oversees the facilitation of calls for artists and exhibit adjudication; establishes exhibition set up and tear down schedules and manages overall operations and promotion of the Kariton Art Gallery and Boutique.

Serves the AAC Membership and Member Groups

1. Directs the administration associated with membership including membership renewals, group liability insurance renewals, member group promotion, meeting space booking, storage space rental, and information dissemination to members and member groups.
2. Informs membership and schedules and prepares materials for the Annual General Meeting.

The Abbotsford Arts Council encourages applications from under-represented communities, including women, first nations peoples, people of colour, lesbian/gay/queer/transgender, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. AAC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class. Only those applicants selected for interviews will be contacted.