

**Job Title: Interim Director, Art Centre**

**Employer:** The Niagara Pumphouse Arts Centre

**Reports to:** The Board of Directors

**Responsible for:** Office Administrator and Programs & Facilities Coordinator

**Terms:** Part-time; 25 hours/week. 1-year contract. Some evenings & weekends will be required.

**Anticipated Start Date:** August 2017

**The Niagara Pumphouse Arts Centre** is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

**Job Description**

The Interim Director, Art Centre is responsible for targeting a wide range of audiences and plays a key role in increasing awareness, understanding, and appreciation for visual art and culture within the Niagara region and beyond. This includes funding applications, managing earned income streams, marketing & communications and overall office management and operations.

**Key Tasks and responsibilities**

***Marketing & Communications***

- Responsible for generating publicity for the Pumphouse and its goals and to promote the reputation of the Pumphouse.
- Responsible for all general publicity including:
  - Overseeing the Pumphouse website
  - Distribution of print promotional material
  - Writing and sending out press releases & articles
  - Designing and placing paid ads in newspapers
  - Coordinating material/messaging for community sources
  - Arranging local television and radio interviews
- Prepares reports for the monthly Board meetings and for the Annual General Meeting and works within the annual advertising and promotion budget for the publicity activities, prepared in conjunction with the Treasurer.

***Exhibitions***

- Responsible for overseeing the operations and scheduling of 6-8 exhibitions annually and special events that the Exhibits Chair has organized.

***Financial Management***

- Manages financial resources with the approval of the Board
- Responsible for writing grant, foundation and other funding opportunity applications with support from Vice-Chair.
- Oversees implementation of grant projects, budgets and completes final reports.

***Gallery Management***

- Overall daily management and administrative responsibility for the gallery including supervising staff and office systems.

- Manages and coordinates staff schedules, exhibition schedules, class schedules
- Responds to general correspondence.
- Updates front desk procedures manual as required.
- Works from front desk one day a week and greets visitors, answers telephone, etc.
- Responds to emergency call outs for no heat, forced entry, flooding etc.
- Acts as a key holder, on 24 hour call out in case of emergency.

#### **Qualifications & Skills**

- Minimum 3-5 years' experience in arts administration or business management
- Experience implementing marketing & communications plan including print and online
- Proven successful experience grant writing and fundraising in arts sector
- Previous experience in setting, monitoring and controlling an annual budget
- Staff management experience
- Excellent verbal and written communication skills with attention to detail
- Flexible, self-motivated approach to working and experience of multi-tasking, an ability to prioritize and plan
- Energetic, highly motivated team player with the desire to contribute to the Art Centres' continued success
- Experience working in a small team and demonstrating ability to forge mutually respectful and effective working relationships with a diverse group of personalities in a collegial and cooperative manner including members of the Board, volunteers, staff, visitors and members.

Send resume and cover letter in one document by **June 19, 2017** to:

Rima Boles, Director Art Centre  
The Niagara Pumphouse Arts Centre,  
247 Ricardo Street, P.O. Box 676 Niagara-on-the-Lake, ON L0S 1J0  
Email: [office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca)

\*Please include your name and the job title in the subject of your email\*

The Niagara Pumphouse Arts Centre thanks all applicants, however, only those selected for interview will be contacted.

[www.niagarapumphouse.ca](http://www.niagarapumphouse.ca)