

The Dawson City Arts Society (DCAS) is seeking an Executive Director

Position: Executive Director

Details: 37.5 hrs per week, permanent position

Salary: \$64,000 annually

Location: Klondike Institute of Art & Culture, 902 2nd Avenue, Dawson City, Yukon

Starting Date: ASAP, flexible start date.

About KIAC: *The Klondike Institute of Art & Culture (KIAC) is a non-profit, volunteer based organization managed by the Dawson City Arts Society's (DCAS) with a mandate to promote the arts. The society employs administrative, programming and management staff to operate a centre for development and delivery of arts related programming. The challenging and rewarding nature of the work requires individuals who are passionate, innovative, organized, self-motivated and able to work cooperatively in a dynamic arts and cultural environment. We are lucky to have a really great team - and we look forward to expanding!*

A. Summary

The candidate will be Dawson City Arts Society's (DCAS) chief operating officer, and in partnership with the DCAS Board of Directors, is responsible for the success of the DCAS operating arm, the Klondike Institute of Art and Culture (KIAC). Together, the Executive Director and the Board assure the accomplishment of KIAC's mission and vision.

This position has a wide range of responsibilities including the management of human and financial resources of the organization and the care and maintenance of the KIAC facility. The position represents the organization in the community and is the liaison with many community stakeholders and partners.

B. Scope of Duties and Responsibilities

Board Relations (10%)

The Executive Director is accountable to the DCAS Board of Directors for overall KIAC operations. The ED works with the Board and staff to determine goals and priorities and to align KIAC programming with these goals. They facilitate and attend monthly Board meetings and committee meets as required. The Executive Director is also responsible for assisting the Board of Directors with fundraising initiatives.

2. Financial Management (30%)

The Executive Director ensures timely and accurate administration and reporting related to project based and core funding. The ED prepares the annual budget for review and approval, prepares funding proposals and manages cash flow in accordance with the budget, ensuring that

accounts payable and receivable are processed and reported to the Board in a timely and accurate manner. The ED ensures timely and accurate payroll administration.

3. Human Resource Management (15%)

The Executive Director develops job descriptions, manages recruitment, maintains current employment agreements, supervises and evaluates employees in accordance with DCAS HR policy and practice. The Executive Director establishes and maintains a working relationship with volunteers, working with staff to ensure volunteers are valued and recognized.

4. Community Relations (20%)

The Executive Director develops and maintains relationships with community members and organizations, artists, and representatives of government (municipal, territorial, federal and First Nation) to sustain and grow KIAC. The ED also maximizes scarce resources through collaboration and partnering with other organizations and individuals.

5. Facility and Equipment Management (15%)

The Executive Director manages the facility, and oversees building maintenance, ensuring a safe and comfortable space for staff, students, artists and audiences. ED monitors equipment inventory and facilitates repairs, upgrading and or replacement as required and within budgetary limitations.

6. Marketing (5%)

The Executive Director represents the organization to the public, the media and the membership, overseeing public relations and staff-driven marketing/advertising of KIAC events, programs and services.

7. Administration (5%)

The Executive Director develops and implements administrative policies that ensure the smooth day-to-day operations of KIAC. These policies ensure timely and efficient handling of program registrations, human resource management, health and safety concerns, general correspondence, financial transactions, working conditions, and communication with the public.

C. Essential Qualifications

- A combination of post-secondary education, preferably arts management related, and demonstrated management or senior administrative experience, ideally in an arts-related and/or not-for-profit environment reporting to a board. The candidate will show proven ability in management skills including, but not limited to:
 - Strategic planning and implementation
 - All aspects of human resource management
 - All aspects of financial management
 - Proposal writing, project management and related reporting
 - Program and policy development and implementation
 - Board and volunteer communications and relationships

- Willing and able to work in a multicultural, diverse and inclusive organization and community. Knowledge and understanding of Tr'ondëk Hwëch'in and/or Indigenous cultures in Canada.
- Excellent verbal and written communication skills including, but not limited to, word-processing, spreadsheets, email, and media relations.
- Leadership experience at a senior level with the ability to balance day to day responsibilities while executing on high level strategic objectives. Ability to manage a diverse workload within short time lines in a busy workplace.
- A problem solver with proven team-building skills including, but not limited to, ability to train, supervise and motivate staff and volunteers.
- Knowledge and understanding of DCAS vision and KIAC aims and objectives.
- Ability to work flexible hours since some duties involve responsibilities outside of normal business hours (E.g.: meetings, special events, time sensitive deadlines); effective time management skills.
- Working knowledge of Charter of Rights, Yukon Employment Standards Act, Canada Labour Code, and other workplace related legislation, policy and practice.
- Knowledge of Dawson City and its resources.
- Must have a sense of humour.

To apply, please submit a cover letter and resume to the Dawson City Arts Society via hr@kiac.ca

All applicants will receive a confirmation email indicating receipt of application. If you do not receive a response within five business days, please contact 867-993-5005.

Initial Application Review Date: Friday, March 5th, 2021

Position will be advertised until filled.