

Executive Director – Art Gallery of Grande Prairie

Job Description

General Description

One of the largest square footage art galleries in Alberta, the Art Gallery of Grande Prairie is a place which enriches our community through the creation, conservation and sharing of art. We offer free admission, tours, programs, and activities for all ages. The Art Gallery presents an average of twelve art exhibitions per year and welcomes over 20,000 visitors annually. It holds a collection of mid century artwork of roughly 850 pieces, mostly from the Peace Region in Northern Alberta. Strict adherence to climate and security controls has earned the Gallery a “Category A” designation by the Movable Cultural Properties Directorate of Canadian Heritage. This designation permits the Gallery to preserve and exhibit artworks to the highest of national standards.

Job Title: Executive Director
Reports to: Board of Directors
Status: Full-time, Permanent Position
Position start date: Flexible to suitable candidate
Contract: 6-month probationary period with a 3-year renewable contract
Full time Work: Some evenings and weekends are required for meetings and events.
Salary: \$70,000 - \$85,000 commensurate with experience, full benefits package available after 3 months **Relocation allowance available*

Closing date for application: Friday, February 25, 5:00 PM MST

About the Position:

The role of the Executive Director (ED) is to provide professional competency and effective strategic leadership. This is accomplished by operating the best possible organization within its mandate and available funds. It means that the ED is ultimately responsible for the daily management and operation of the organization and its facility.

In more detail this means that the ED, even if he/she/they delegates duties as appropriate, is *ultimately responsible to the Board for:*

- the efficient and effective functioning of all departments of the organization
- all paid employees, volunteers, interns, or students who work in the organization
- the financial affairs of the organization that include budget preparation, grant applications and fund raising, payroll accounts and all other expenditures and receipts
- the development, implementation and evaluation of short and long term operational plans for the organization that reflect approved strategic plans
- an innovative and creative approach to implementing the vision and mandate of the Society.

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Profile of the Candidate:

Education

- Master's Degree in Fine Arts, or equivalent education & experience, from an accredited university program with a specialization in Art History, Curatorial Studies, Cultural Studies, or Studio Art. A suitable combination of education and experience may be considered.

Experience

5+ previous art gallery experience, administration and operation of a cultural institution, exhibitions, or related programs. Demonstrated leadership working in a professional team, groups and managing volunteers is needed. Managing finances in the non-profit sector, including grant proposals and fundraising. The role is centered in:

- Society Administration
- Financial Management
- Contract / Project / Program Administration and Accountability
- Facility Management
- Fundraising and Investments
- Personnel Management (team of 10-15)

Please email cover letter and CV, and any inquiries, to:

Board Chair, Christine Kreibom Quinn

EMAIL: chair@aggp.ca

Closing date for application: Friday, February 25, 2022, at 5:00PM MST

We thank all who may apply, and only those who are short-listed will be contacted for an interview.

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About Grande Prairie

Serving as a retail and service hub for Northwestern Alberta and Northeastern British Columbia, Grande Prairie has much to offer visitors and residents, from shopping and entertainment to world-class recreation facilities and activities. During the spring and summer, you can take advantage of late-night golfing, the largest slo-pitch league in Alberta, and hundreds of kilometers of City and regional trails for biking, hiking and ATVing. When the snow falls, Grande Prairie and the surrounding region become a winter playground - outdoor ice rinks abound, along with many other winter activities such as snowmobiling and destinations like Nitehawk Adventure Park.

The community has numerous recreation facilities with fun activities and events for all ages, including the Eastlink Centre, Bear Creek Outdoor Pool, Museum, Montrose Cultural Centre and Indoor Soccer Pitch. World-class acts like Elton John, Keith Urban and Rihanna, have all graced the Bonnetts Energy Centre's stage. The Grande Prairie Live Theatre produces seven plays each season, as well as concerts, movies and other events. You can curl up with a good book and latte at the Grande Prairie Public Library or tour an art exhibit at the Art Gallery of Grande Prairie, both situated at the state-of-the-art Montrose Cultural Centre. For those looking for hands-on experience, sign up for a pottery class at the Centre for Creative Arts. Grande Prairie is home to many national retailers not often seen in similar-sized communities. For more info, visit: <https://www.cityofgp.com/culture-community/about-grande-prairie/moving-grande-prairie>.