

WEST VANCOUVER COMMUNITY ARTS COUNCIL AT THE SILK PURSE

EXECUTIVE DIRECTOR

Reporting to the Board of Directors of the West Vancouver Community Arts Council, WVCAC), the Executive Director is responsible for the efficient and effective operation of the WVCAC, including the art gallery, the concert programs and the children's programs.

RESPONSIBILITIES

Without limiting the general responsibility described above, the Executive Director's responsibilities include:

1. Managing events, including recruiting, screening, negotiating contracts, and scheduling.
2. Promoting events and artists using calendars, posters, websites and other media.
3. Managing volunteers, including recruiting, scheduling, training and motivating.
4. Managing students and part-time staff, including recruiting, scheduling, training, motivating and evaluating.
5. Promoting and maintaining membership in the WVCAC.
6. Preparing and submitting grant applications.
7. Overseeing bookkeeping and accounting activities.
8. Liaising with community groups, civic and provincial authorities for the benefit of the WVCAC.
9. Attending and reporting at Board meetings as a non voting member.
10. Adhering to the bylaws of the WVCAC and to the policies of the Board.
11. Ensuring compliance with requirements of the Society Act and of Revenue Canada.

QUALIFICATIONS

- Excellent oral and communication skills
- Ability to develop and maintain effective working relationships
- Ability to plan and schedule multiple and diverse events
- Willingness to work flexible hours
- Knowledge and appreciation of the arts
- Good computer skills