

EAC ED Job Description

About the Edmonton Arts Council

The Edmonton Arts Council (EAC) is a non-profit society and charitable organization that supports and promotes the arts community in Edmonton. The EAC works to increase the profile and involvement of arts and culture in all aspects of our community life through activities that:

1. Develop and implement communications and awareness/advocacy projects and campaigns about the arts and the value of the arts in Edmonton;
2. Direct and manage City grants to and investment in the arts in Edmonton. This includes creating new programs, evaluating existing programs, and developing policy with respect to best practices;
3. Direct and manage City public art programs, policies, and plans with respect to best practices; generally, actively support artists and organizations through partnerships and projects identified in the Art of Living;
4. Pro-actively identify and support the incubation of new initiatives that enrich and broaden the city's cultural experience.

Summary of Primary Job Functions

The Executive Director of the Edmonton Arts Council is responsible for the successful leadership and management of the Edmonton Arts Council according to the strategic direction set by the Board of Directors.

The Executive Director is responsible for establishing and executing major goals and objectives for the Edmonton Arts Council as outlined in the EAC's business plan, and by various service agreements with, and arts policies of, the City of Edmonton (including the EAC's master service agreement with the City, the City's Master Plan for Public Art, and the City's cultural plan, The Art of Living). The ED provides leadership, direction and guidance of the EAC's activities and implements policies established by the Board of Directors. The position is responsible for the analysis and evaluation of the effectiveness of all organization operations. The ED develops and maintains an effective organizational structure and processes including all human resource policies. They coordinate major activities through personnel at EAC and through collaboration with other organizations. The Executive Director represents the Organization to the arts community, City of Edmonton, regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public. The Executive Director reports to the Board of Directors of the Edmonton Arts Council.

Working Relationships include:

- Edmonton City Council, Mayor, and individual councillors
- Community Arts Groups
- Board and Staff
- Senior Management – City of Edmonton
- Edmonton Community Foundation
- Alberta Foundation for the Arts
- Professional Arts Coalition of Edmonton (PACE)
- Canada Council for the Arts
- Funding Agencies
- Diversity Associations

Key Competencies & Responsibilities

Leadership & Influence

- Strategic Planning – Participates with the Board of Directors in developing a vision and strategic plan for the Edmonton Arts Council. Develops operational/business plans based on the vision and strategic business plan and develops key performance indicators. The ED is responsible for the consistent achievement of the Edmonton Arts Council mission and objectives in support of delivering its vision, and is expected to inspire action and champion initiatives to achieve those goals
- Identifies, gathers, assesses, interprets, informs and acts on information about community, artistic and funding trends and resources as they relate to communication, decision making and long term planning within the context of the mandate of the EAC and the long term goals of the Council and City.
- Maintains open communication with the local arts community to ensure their views form a basis of feedback to Board and Edmonton City Council
- Develops, guides and positions the activities of the EAC in the global arts community, keeping the Board and staff informed about significant risks and issues that affect the development and delivery of programs and services.
- Applies the mission, vision and values, goals and strategic targets set by the Board as a guide for all EAC programs and actions.
- Understands the content and intent of all agreements that interact with EAC.
- Partners with key stakeholders including, but not limited to: Board of Directors, City of Edmonton Administration, Edmonton City Council and arts associated groups.
- Maintains close resourceful communication and collaboration with Edmonton's arts and festival organizations, artists and arts supporters in Edmonton and provincial and federal colleagues.
- Effectively navigates through civic, provincial and federal contexts using strategic, policy, communication, people and political skill sets.
- Adapts to the ever-changing environment while maintaining effectiveness and efficiency.
- Demonstrates professional and ethical behaviour, at all times.
- In addition to the Chair of the Board, acts as the spokesperson for the organization and for the arts community in Edmonton and is a strong leader and advocate for the Arts in Edmonton.
- Initiate and develop relationships with a broad range of community sectors including: city communities, all levels of government, other non-profit organizations and business organizations
- Maintain and advance community relations including undertaking activities within the Community that enhance the visibility of the organization.
- Represent the organization on appropriate committees, network and joint projects and develop and provide information about the organization's goals, programs and services

Advocacy & Stakeholder Relations

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Build and maintain good working relationships and collaborative arrangements with key stakeholders including members of Federal, provincial and municipal governments, media, community groups, funders, politicians, other organizations and the public to help achieve the goals of the organization.
- Actively advocate for the arts community with external stakeholders

1. Government Relations

- Collaborate with government and related stakeholders in an open diplomatic manner
- Facilitate and seek to implement new ideas.
- Act as the primary contact on the Arts with City and City Councilors

2. Community Relations

- Connect and interact effectively with diverse individuals and groups across the breadth of Edmonton's arts community. This will include connections across art forms, with organizations, festivals, collectives and individuals, and with professional artists, community arts practitioners, arts administrators, and arts educators.

3. Public Relations

- Exhibit a passion for the arts, a love of Edmonton and serve as the public face of the Edmonton Arts Council and the vibrant arts scene in Edmonton.

Operational Management

- The ED will provide leadership in the daily management of the EAC's operations including human resources, fiscal, legal and fiduciary compliance, accounting and budgeting
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- HR management – responsible for all human resources planning and management including, team development, recruitment, performance management, change management, etc.
- Program planning – oversee the planning, implementation and evaluation of the organization's programs and ensure they align with the EAC mission and reflect the priorities of the Board and needs of the community.
- The ED is accountable for all operations and business planning, and ensuring that programs, communications and resources are continually enhanced to deliver member value and organizational performance.

Financial Planning & Management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Work collaboratively with City Council to ensure funding is adequate for the programs
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill, and image; and implement measures to control those risks.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage and ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Working Conditions

- Executive Director usually works in the Edmonton office, but the mission of the organization may require travel and sometimes work in non-standard workplaces.
- The position of Executive Director will require work on evenings, weekends, and time beyond the normal office hours to accommodate activities such as Board meetings and representing the organization at public events.

Qualifications

Experience

Proven record of eight or more years of senior management experience in a not-for-profit environment, preferably in the cultural sector. A university degree in a related field is preferred.

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of and experience with all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Proven ability to develop and adapt to a growing organization structure with diverse program areas and multiple stakeholders with diverse interests
- Experience and ability with advocacy and government relations
- Experience in developing and implementing policy guidelines with a sound understanding of effective governance for not-for-profit organizations
- Demonstrated ability to develop and maintain effective relationships with various stakeholders including a proven track record of positive board relations
- Demonstrated ability to work under the direction of a Governance Board
- Political acumen and understanding of government systems
- Ability to travel

Personal characteristics

The Executive Director should demonstrate competence in all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically and Professionally:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interests of the organization.

- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.