



Announcement: Interim Executive Director Position - Maternity Leave Coverage

Comox Valley Arts aims to facilitate and animate the arts by collecting and disseminating information to the arts community, educating the public about the arts, and promoting the Comox Valley as a creative and dynamic arts producing centre.

Organization: Comox Valley Arts (Comox Valley Community Arts Council)

Position: Interim Executive Director

Duration: Maternity Leave Coverage (August 2024 - July 2025)

Location: Comox Valley, British Columbia

Salary: \$35/hour

About Comox Valley Arts:

Comox Valley Arts is committed to fostering creativity and cultural expression, enriching the cultural landscape of our region, and supporting local artists and artisans. We believe in the power of the arts to inspire, connect, and transform communities, and we are dedicated to promoting the Comox Valley as a vibrant hub for artistic endeavors.

Responsibilities:

The Interim Executive Director will play a pivotal role in advancing the mission and vision of Comox Valley Arts. Key responsibilities include:

Leadership and Governance: Providing strategic direction in partnership with the Board of Directors, overseeing programmatic and artistic direction, and representing Comox Valley Arts at regional events.

Administration: Managing day-to-day operations, ensuring compliance with government regulations, and overseeing financial management, including grant applications and reporting.

Program Management: Overseeing all aspects of Comox Valley Arts' programs, ensuring effectiveness, relevance, and impact, and fostering partnerships with community organizations.

Program Strategy: Providing strategic leadership and vision for program development, conducting program reviews, and collecting data to measure success and inform decision-making.



Detailed Duties Include:

Administration:

- Managing government or foundation grants, including writing and submitting applications, managing reporting requirements, and ensuring compliance with funding agreements.
- Overseeing financial management, including bills, invoicing, payroll, and financial reporting, in collaboration with the bookkeeper and accountant.
- Creating annual budgets, managing budget throughout the year, and producing quarterly reports for the Board of Directors with the bookkeeper.

Leadership and Management:

- Managing Fee For Service Agreement with City of Courtenay
- Attending City Stakeholders group for regular convenings.
- Developing and executing a fundraising plan to ensure sustainability, including identifying new sources of funding and building relationships with supporters and partners.
- Managing staff, short-term and long-term contractors
- Attend monthly board meetings, including preparation of materials as needed.
- Managing AGM preparation, production on annual report and compliance with BC Societies Act.

Program Management:

- Overseeing all aspects of Comox Valley Arts' programs, including YQQ + CVA Arts & Culture Program; CV/Arts + Chamber of Commerce Art Program; The Central Island Arts Guide and Studio Tour; Artist Pro D A-School; The Digital Creation Hub; 30 Day Drawing Challenge; Summer Event Programs Including Art Markets, Incubator Microgrant Program; Ancestral Echoes; The Art Wagon; Arts & Land and various Community Events and one-off partnerships. Programs may change depending on the strategic direction of CV/A as determined by the Community Engagement Director, the Executive Director and Board.
- Providing conceptual and curatorial direction for programs, ensuring high quality and alignment with organizational goals.
- Directing the production of promotional materials and social media campaigns for each program area, including content creation and community engagement.

Qualifications:

The ideal candidate will possess proven leadership abilities with strong management experience, preferably in a non-profit setting. They should have a university degree or diploma in a related field,



along with a passion for the arts and a deep understanding of the Comox Valley's diverse arts community. Key qualifications include:

- Expert level non-profit management, budgeting, marketing, and strategic planning.
- Knowledge of arts administration and arts-based program delivery, with expertise in program development and evaluation.
- Strong verbal and written communication and interpersonal skills, with the ability to work effectively with volunteers, staff, and stakeholders.
- Familiarity with government grant processes, proposal writing, and financial reporting.
- Proficiency in digital media management and a commitment to digital literacy and privacy standards.

How to Apply:

To apply for the Interim Executive Director position, please submit a resume and cover letter outlining your qualifications and relevant experience to ed@comoxvalleyarts.com. Please include "Interim Executive Director Application" in the subject line.

Deadline for Applications: July 5th, 2024

Comox Valley Arts is dedicated to diversity, equity, and inclusion and encourages applications from all qualified individuals, including those from underrepresented groups.