

JOB POSTING

The Peace Liard Regional Arts Council (PLRAC) invites applications for:

Executive Director, PLRAC

Permanent part-time position

Application Deadline: August 21, 2021

To apply for this position, email a cover letter, resume and two references to edplrac@gmail.com by 4 pm August 21, 2021. Subject line should read: ED Application
Only those who are shortlisted for an interview will be contacted.

The PLRAC is seeking a talented, dedicated, passionate leader to help evolve the organization and advocate for arts and culture in the region and beyond. The PLRAC serves five regional arts councils in the Peace Liard region of northeastern British Columbia supporting and delivering programs that have a regional benefit. Our mandate is to raise awareness and to support the development and acceptance of arts, culture, and heritage, both on a personal and community level, in the Peace Region.

The Executive Director (ED) of the PLRAC is the permanent part-time manager of the Peace Liard Regional Arts Council, reporting to the Board of Directors of the organization through the Chair. The Executive Director is responsible for the overall day to day management and administration of the PLRAC and the implementation of its main goals, programs, and projects, as directed.

QUALIFICATIONS

- | | |
|-------------------------------|---|
| Education | <ul style="list-style-type: none">- Diploma or degree in the Arts is an asset- Diploma or degree in Business Management is an asset |
| Experience | <ul style="list-style-type: none">- Experience in event planning and program delivery- Experience in funding proposals, grant writing and reporting- Experience working with not-for-profit organizations |
| Knowledge, Skills and Ability | <ul style="list-style-type: none">- Self-directed, with initiative- Strong writing and communication skills- Understanding of the cultural needs of the region- A knowledge of budgets and funding applications for not-for-profits- Skilled in the use of Word Press an asset- Skilled in the use of Sage Accounting software an asset- Skilled in the use of Microsoft Office |
| Time and Financial | <ul style="list-style-type: none">- Must maintain PLRAC office in own home- Must report regularly in writing to PLRAC Board- Must travel to and attend 4 scheduled PLRAC meetings in the region |

SUMMARY OF RESPONSIBILITIES

1. To work with the President, Executive, and the Board of Directors in developing policy for the organization; to implement such policies once they are established by the Board.
2. To bring to the Board's attention opportunities for new initiatives and programs and to oversee these initiatives once adopted by the Board.
3. To establish and maintain good working relationships with PLRAC partners and to promote the PLRAC and its aims in every way possible.

SPECIFIC DUTIES

Framework and Governance

In accordance with policies established by the PLRAC:

1. Keep an up-to-date policy manual for the organization.
2. Attend all meetings of the PLRAC Executive Committee and Board of Directors and other meetings as required; oversee administrative duties related to these meetings as required (preparation and distribution of agendas, typing, distribution and filing of minutes, for example).
3. Maintain an up-to-date minute book for the organization.
4. Present Executive Director Reports at General and Annual Board Meetings.
5. Maintain up-to-date computer records of the Society's documents: Constitution and By-Laws, Charity Tax reports, Societies Act reports, executive of CAC's, list of CAC member groups and contact person, etc.
6. Review existing policy: develop and meet timelines for action.

Programs

In accordance with established policy:

1. Present the annual Regional Juried Art Exhibit that includes the Ekphrastic Writing Exhibition, and the Youth Exhibition as directed by the Board.
2. Carry out additional programming and projects as directed by the Board.
3. Work with the Board to arrange special workshops and projects as outlined in the annual Strategic Plan.

Finance

In accordance with established policy:

1. Maintain an accurate record of the financial operations of the Society, following accepted bookkeeping practices and maintaining compatibility grant application requirements.
2. Maintain and update financials on the Canadian Arts Database (CADAC)
3. Prepare financial statements for presentation at the General and Annual Board Meetings.
4. Maintain monthly contact with the Treasurer to report/discuss the financial operations of the Society.
5. Assist the Treasurer in drafting the annual Financial Statements.
6. Prepare grant applications for operating and project funding and submit all related final reports.

7. Receive bills and reminders of membership renewals.
8. Bill PLRAC members for membership dues.
9. Prepare and file Annual Report with BC Registries and Revenue Canada.
10. Prepare and file the annual Charity Report to the CRA
11. Acquire, rent and arrange for servicing and housing of all equipment and supplies required for office maintenance.

Advocacy

In accordance with established policy:

1. Weekly posts to social media of PLRAC and other Arts Council news
2. Maintain PLRAC website
3. Produce monthly email newsletter
4. Plan and produce brochures and/or other promotional materials, as outlined in the annual Strategic Plan.
5. Assist Community Arts Councils in identifying specific areas of need; conduct or arrange workshops to facilitate CAC development as requested.
6. Attend training sessions on arts leadership as identified by the Board.
7. Attend conferences as directed by the Board of Directors; report formally to the Board at a meeting.
8. Represent the PLRAC where instructed by the Board of Directors.
9. Present at one meeting of the Regional District Council.
10. Establish and maintain good working relationships with partners at all levels: BC Arts Council and art organizations; and government officials and staff at local and municipal levels.
11. Inform Society of new initiatives (regional, provincial, national) and promote action.