

**CITY OF DIEPPE
ARTS AND CULTURE CENTRE**

**JOB DESCRIPTION
DIRECTOR**

(Contractual position for a year with possibility of renewal)

The director reports directly do the Board of directors.

Background:

The Dieppe Arts and Culture Centre (DACC) is a recently renovated and transformed building that will open its doors on April 5, 2010. The City of Dieppe property includes a concert hall of 226 seats (La Caserne); dance, visual arts and music studios; an exhibit gallery; a commercial space; and an atrium. This francophone centre, which offers services in both official languages, is run by a non-profit organization with a Board of directors.

This director position is fundamental in helping the Centre attain its full potential as Dieppe's downtown cornerstone. The position holder will ensure that the Centre runs smoothly.

Responsibilities:

- Implement all plans according to the policies established by the Board of directors.
- Cooperate with various groups and individuals, including:
 - the Board of directors and its committees;
 - the partners associated with programming (community groups and individuals);
 - the external managers connected with programming and tenants requirements;
 - the representatives of the City regarding agreements on management, maintenance and other issues linked to operations;
 - the arts groups and artists renting space in the Centre;
 - the operator of the concessions.
- Create marketing and promotional strategies connected with audience development, amongst others, and monitor their implementation.
- Develop/implement the Centre's arts programming.
- Generate sponsorships.
- Manage leasing agreements.
- Prepare applications for funding.
- Coordinate jury panels for the exhibit gallery.
- Establish budgets, engage in financial administration tasks and produce financial reports.
- Develop a network of volunteers.
- Hire, manage and assess the Centre's staff.

Essential qualifications:

- Bachelor in arts management or an acceptable combination of studies and experience in that field.
- Minimum of two (2) years of varied experience in operations management of an arts institution.
- Fluent in both official languages (French and English), written and oral.

Desirable qualifications:

- Leadership qualities, as well as qualifications in staff management and teamwork.
- Experience in development, implementation and assessment of arts programming.
- Experience in collaborating with a vast number of partners.
- Experience in writing applications for funding.
- Experience in financial management, including budgeting and budget control.

Qualities:

- Must demonstrate a great deal of flexibility, initiative and adaptability.
- Must demonstrate a good ability to negotiate and prioritize.
- Must demonstrate good interpersonal skills.
- Must demonstrate analysing and problem-solving ability.
- Must be tactful and conciliatory.
- Must have good judgement.

Compensation and working conditions:

- Availability to work flexible hours.
- Compensation to be discussed.

Additional information:

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