

## Director

### Dieppe Arts and Culture Centre

(Two-year contractual position with possibility of renewal)

The director reports directly to 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.
- Leadership qualities, as well as qualifications in staff management and teamwork.
- Experience in financial management, including budgeting and budget control.
- Fluent in both official languages (French and English), written and oral.

**Desirable qualifications:**

- Minimum of two (2) years of varied experience in operations management of an arts institution.
- Experience in development, implementation and assessment of arts programming.
- Experience in collaborating with a vast number of partners.
- Experience in writing applications for funding.

**Qualities:**

- Must demonstrate a great deal of flexibility, initiative and adaptability.
- Must demonstrate a good ability to negotiate and prioritize.
- Must demonstrate good communications 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:**

**Anna Rail**

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