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Executive Director Employment Opportunity

The Kelowna Art Gallery is the leading public visual arts institution in the Okanagan. It is a category 'A' status gallery that hosts exhibitions from the National Gallery and other top galleries and museums and welcomes 60,000 visitors a year.

As Executive Director with a compelling vision, you will promote the artistic direction of the gallery through scheduling leading exhibitions, developing the permanent collection and offering highly rated public programming. You will build excellent community partnerships and government relations, work with the board of directors in implementing a strategic plan, secure a stable financial environment and capitalize on fundraising opportunities.

You will have a passion for the visual arts and a combination of progressively responsible management experience and a strong knowledge of the Canadian contemporary arts scene. Experience in fundraising and marketing is highly desirable. Your success will require strong strategic thinking and leadership capabilities, excellent interpersonal skills, the ability to effectively manage financial and human resources and obtain short and long-term measurable results.

A university degree related to the visual arts is strongly preferred. A business degree is an asset.

Salary is commensurate with experience.

Please email your resume and cover letter to:

Recruitment Committee, Kelowna Art Gallery, kag@platinumpersonnel.ca or FAX 250 979-7475.

DEADLINE FOR APPLICATIONS: MONDAY, JANUARY 25, 2010.

Information about the gallery and this employment opportunity is available at www.kelownaartgallery.com. Please direct any questions by email to recruitcommittee@gmail.com.



POSITION PROFILE

The position has both an internal and external focus.

Internal

- Manages the overall operational, financial and human resources of the gallery including implementation of a strategic plan in partnership with the Board of Directors.
- Maintains financial stability of the gallery by identifying and pursuing all appropriate revenue sources and government grants, assessing short and long-term financial needs, drafting the annual operating budget and authorizing appropriate expenditures.
- Manages staff by allocating resources, delegating and assigning work, building an effective team, recruiting and developing staff, evaluating performance and taking disciplinary action if required.

External

- Develops community relations and represents the gallery to the arts and business communities on a local, regional and national level.
- Develops and maintains excellent relationships with granting organizations and all levels of government.
- Builds productive partnerships and represents the gallery to the community to enhance the reputation of the gallery, build membership and, through fundraising efforts, secure ongoing financial support.
- Promotes the artistic direction of the gallery locally, regionally and nationally by ensuring leading exhibitions are secured, major artistic works are acquired and the gallery is represented as a leader within the visual arts community.
- Ensures the development of public programming that meets the needs of the community.



PERSONAL PROFILE

These are the key education, experience and competency requirements of the successful candidate.

Education and Experience

- The ideal candidate will have a combination of progressively responsible management experience and a strong knowledge of the Canadian contemporary arts scene. Experience in fundraising and marketing is highly desirable.
- A degree related to the visual arts is strongly preferred. A business degree is an asset.

Leadership and Strategic Thinking

- Communicates a compelling vision
- Passionate, energetic, confident
- Aligns actions with the strategic goals of the organization
- Applies a long-term perspective and articulates a strategy

Interpersonal Skills

- Establishes effective community relationships, maintains clear communications and is responsive to opportunities
- Listens effectively
- Understands underlying issues
- Adapts communication to the situation

Results Oriented

- Sets challenging organizational goals for self and staff
- Adapts approach and strategy when required
- Sets short and long-term measurements of success and evaluates and reports regularly

Resource Management

- Uses financial, capital and human resources strategically
- Builds a cohesive team
- Gives direction, support and feedback
- Provides coaching, mentoring and training



Mission Statement

To engage, inspire, and enrich the greater community through the exhibition, collection and interpretation of visual art.

History

The Kelowna Art Gallery was founded in 1976, and was incorporated as a not-for-profit charity in 1977. It was initially housed in the building now occupied by the Okanagan Heritage Museum. The space was shared with the Kelowna Museum at that time until the Kelowna Art Gallery obtained its own building (where we are currently) at 1315 Water St, with an area of 15,758 square feet. The Gallery celebrated its 30th anniversary in 2007, with the exhibition and catalogue *Nexus: Histories and Communities*.

In the year 2006 the Kelowna Art Gallery received its "A" Status designation from the Canadian Cultural Property Review Board (a unit of the Department of Canadian Heritage).

Exhibitions

The Gallery's curator plans a program of several exhibitions per year, about 5-6 in the Treadgold/Bull-ock Gallery space and 5-6 in the Mardell G. Reynolds Gallery space. Additionally we have launched a Dysfunctional Chairs series in the Rotary Courtyard (we are initially planning two of these per year and hope to go to 4 per year in 2009). The goals for the exhibition program are to present a wide variety of approaches to art-making, and to include artists from different regions and age groups, of both sexes, and who reflect Canada's cultural diversity. We try to have some exhibitions of historical art, but the emphasis is on contemporary Canadian art. The curator has launched a publication program that sets out to produce a publication for every exhibition that the Gallery organizes in-house. A good number of the exhibitions are borrowed from other public galleries in other parts of Canada (for example, the Vancouver Art Gallery, the National Gallery of Canada), and these often come accompanied with their own publication. In 2009 the Gallery was pleased to launch the new satellite "art wall" at the Kelowna Airport, which will feature solo installations of work by Okanagan artists for a six-month run, organized by the Gallery's curator. These will each be seen by about 1 million people, thus helping us greatly extend our public reach.

Permanent Collection

The permanent collection of the Gallery has close to 600 works of art as of Sept, 2008. The majority of works in the collection are by contemporary Canadian artists, with a small number of historical Canadian pieces. Most works have been offered to us as gifts, but there has been some modest purchasing, assisted by people's donations of monies, and grants from the Central Okanagan Foundation and the Canada Council. The Gallery has the goal of organizing an exhibition centred around the permanent collection every few years. The next will be Kelowna Collects, planned to coincide with the winter Olympics in Vancouver, Feb/March 2010.



The curator is currently on year two of a two-year program to expand and enrich the holdings of works of art by important local artists.

The Gallery is currently engaged in a project to digitize images of the permanent collection works, and mount the details on the collection onto a national research database hosted by the Canadian Heritage Information Network (a unit of the Department of Canadian Heritage).

Public Programming

The wide range and number of public programs at the Kelowna Art Gallery is something we are all proud of. Gallery tours, outreach programs, the Aboriginal Youth program, Youth InSights, Saturday Art InSite tours, Family Sundays, and summer Art Adventures are some of the important ones. For twenty-five years the Gallery has offered school tours that include a hands-on activity for over 8,000 students annually. We also run fall and winter morning and evening community art classes, taught by local artists. The Public Programming Department organizes and hosts artists' residencies at the Gallery. Finally, the Gallery's Front Project Space is utilized for community-based exhibitions throughout the year, including the members' show, the art teachers' show, the high school students' exhibition, and others.

Publicity and Press

The Gallery promotes all events and programs to local media, and sends information on important events/programs to national media. We generally receive excellent media coverage in Kelowna for our exhibitions and other events.

Sponsorships

The Director and staff work with the Board's Sponsorship sub-committee to secure monetary support and gifts-in-kind for our events, programs, and exhibitions. The Gallery has recently created a corporate sponsorship brochure for use with local businesses.

Administration

The Gallery has a volunteer Board of Directors consisting of 10-14 members, elected annually for two-year terms, to a maximum of six consecutive years of service.

There are eighteen full- and part-time paid staff members.

Several local artists teach art classes and workshops at the Gallery.



Operating Grants

City of Kelowna	\$428,665 annually
BC Gaming	\$55,000 annually, via bingo affiliation
Canada Council for the Arts	\$60,000 annually
British Columbia Arts Council	\$50,000 annually
School District # 23	\$5,000 annually

The Gallery also pursues one-time-only grants throughout a given year, for example, those programs offered by the Central Okanagan Foundation, the Vancouver Foundation, BC Museums Association, the Department of Canadian Heritage, and BC Gaming Direct Access.

Future Expansion

When the Kelowna Art Gallery received the funds to build our current facility, cuts were made that downsized the floor area by 25% of what was needed. Therefore, from the beginning, we have been short of space. We need more room for the growing collection, a gallery space to display works from the permanent collection year round, and more dedicated education space.

Reviewed September 2009

Job Summary: Executive Director

Reporting to the Board of Directors and in accordance with established policies and procedures, the Executive Director will assume responsibility for the following areas:

1. directing the overall operations, budgets and capital assets of the gallery;
2. managing all reporting to the Board of Directors;
3. managing all permanent, part-time, contract staff and volunteers;
4. directing the overall programming of the gallery;
5. promoting the gallery and its programs in the media and to the general public, and managing the image of the gallery in a senior public relations role;
6. directing the management and development of the permanent collection;
7. developing and maintaining professional liaison with all levels of government and with the visual arts community;
8. managing development areas such as membership, sponsorships, fundraising and special events in cooperation with the board and related committees.

Typical Duties and Responsibilities:

1. The Executive Director directs the overall operations, budgets and capital assets of the gallery by:
 - a) assessing the short and long term financial and capital needs and making appropriate recommendations to the Board of Directors;
 - b) drafting the annual operating budget for the approval of the finance committee, and reporting regularly to the board on the gallery's financial situation;
 - c) approving or authorizing expenditures within the total budget;
 - d) identifying and pursuing all appropriate revenue sources and government grants
 - e) implementing existing gallery policies with regard to financial management and recommending updates.
2. The Executive Director manages all communication to the Board of Directors by:
 - a) providing monthly reports updating the Board of Directors on operations, exhibitions, programming and finances;
 - b) providing monthly agenda items and reporting to the Executive Committee;
 - c) working with Board and Volunteer Development Committee on annual retreats;
 - d) sitting on all board committees and sub-committees in an ex-officio capacity.
3. The Executive Director manages all permanent, part-time and contract staff and volunteers to ensure efficient operation of the gallery by:
 - a) developing and implementing human resources policies and procedures upon board approval and establishing clear lines of communication and authority;
 - b) assigning areas of responsibility, delegating duties and allocating tasks;
 - c) setting and monitoring standards for performance and ethical conduct;
 - d) interpreting gallery policies to the staff;

- e) directing staff and volunteers in accessing professional development and training to upgrade their skills;
 - f) regularly evaluating staff performance and recommending merit and other salary increases and promotions;
 - g) hiring staff to fill vacancies;
 - h) terminating an employee or taking disciplinary action.
4. The Executive Director, in collaboration with staff members, plans the overall programming direction and activities of the gallery, including exhibitions, public events and extension services, by:
- a) presenting a balanced program of exhibitions, interpretive programs and special programs that reflect the gallery's mandate and community;
 - b) developing a budget to support exhibitions, programs and events within the overall operating budget;
 - c) developing and maintaining liaison with exhibition and programming sources in the province and beyond;
 - d) planning opportunities for Curator and Head of Public Programming to present the proposed exhibition and public programming schedule to the board.
5. The Executive Director works with appropriate staff to promote the gallery and its programs in the media and to the general public, and manages the image of the gallery in a senior public relations role by:
- a) developing and implementing public relations policy and procedures with staff;
 - b) developing and maintaining liaison with a wide range of community cultural groups and delegating other staff members to represent the gallery when appropriate;
 - c) attending openings and major events to serve as the gallery's host and introducing guest speakers, artists and programs;
 - d) approving all major promotional copy and design circulated in the name of the gallery and approving media releases;
 - e) speaking or lecturing to community groups on request;
 - f) giving media interviews on request;
 - g) When appropriate, serving as an art consultant to community groups and as a juror in art competitions on request.
6. The Executive Director supervises the management and development of the permanent collection in conjunction with the curator:
- a) by supporting the developing and monitoring policies and procedures for documentation, registration, storage, handling, loans, acquisition and deaccessioning of works in the collection;
 - b) by supporting the curator in recommending acquisitions and work for deaccessioning to the acquisitions committee;
 - c) by supporting the curator on negotiating with donors and agencies on gifts to the collection;

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- d) by supporting the curator negotiating purchases of works and available grants for acquisitions;
 - e) by authorizing loans from the collection;
 - f) by supporting the curator with developing and monitoring conservation policies and practices.
7. The Executive Director fosters and maintains professional liaison with the visual arts community to support mutual interest and to promote the public gallery sector by:
- a) offering professional cooperation and support to colleague organizations within the visual arts network;
 - b) adhering to the professional codes of ethics set out by the Canadian Art Museum Directors' Organization (CAMDO), the Canadian Museums Association, and the Society Act.
8. The Executive Director manages the gallery's development activities by:
- a) providing direction to staff in soliciting funds from the private sector sources (members, corporations, foundations, service clubs, special events);
 - b) working with the Board of Directors and appropriate committees on planning and implementing fundraising activities.