

510 FORT STREET, 2ND FLOOR
VICTORIA, BC V8W 1E6
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www.openspace.ca
Charitable #11906 8815 RR 0001

OPEN SPACE

CALL FOR APPLICATIONS: EXECUTIVE DIRECTOR

Reporting To: Board of Directors

Salary: \$40,000 – \$50,000

Closing Date: July 28, 2017

Anticipated Start Date: September/October 2017

The Board of Directors of Open Space Arts Society invites applications for the position of **Executive Director**.

Open Space supports experimental artistic practices in all contemporary arts disciplines and acts as a laboratory for engaging art, artists and communities. Occupying a 4800 sq. foot gallery and office space in downtown Victoria, Open Space's core activities involve the year-round operation of a contemporary artist run centre that presents provocative ideas and work in visual arts, new music, media arts, literary and First Nations programming. During its 45 year history Open Space has created a context for critical conversations and risk taking, providing important opportunities for many of Canada's most recognized artists in both the formative and established stages of their careers.

Open Space's recently articulated Strategic Plan identifies the following key areas of attention as it moves forward over the next several years:

Programming and Community Engagement:

Open Space will unify its multi-disciplinary programming with the intention of bringing together the visual arts, music, literary and indigenous curatorial programming under a single, unified curatorial and community engagement vision.

Financial Plan:

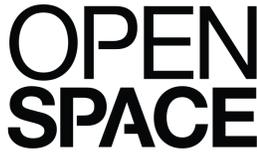
Open Space will focus its financial plan on new revenue development and revenue diversification to build upon and complement programming and community engagement activities.

Business Model:

Open Space will evolve a human resources plan and a business plan that balance the requirement for an ongoing stable and funded structure with flexibility and nimbleness.

MAIN RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- Articulating and leading the organization's vision, mission and goals.

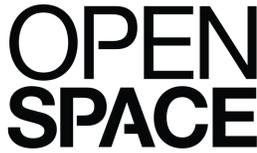


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- Directing all administrative aspects of the organization.
- Working closely with the Board of Directors.
- Directing the development, organization and implementation of diverse and engaging programming in all areas of visual arts, new music, media arts, and writing through collaboration with the programming committee and curatorial team.
- Building upon and complementing programming through strong community engagement.
- Managing all fiscal matters including budget development, forecasting, and management of operational and programming budgets.
- Grant writing to secure funding through arts councils and private foundations.
- Stewarding and growing the organization's donor base and fundraising capacities.
- Managing human resource activities such as leadership, recruiting, training and supervising of staff, interns and volunteers.
- Coordinating marketing strategies.
- Communicating with the organization's members, members of the Victoria community and beyond. Liaising with regional and national arts organizations, government and other agencies.
- Directing and developing strategies for Open Space's digital infrastructure.
- Managing the society-owned building and potential development. Planning for future facility needs.

THE IDEAL CANDIDATE SHOULD POSSESS:

- A minimum of three years experience (or equivalent) in the leadership of an artist run space, public art gallery or cultural institution with a proven track record of successful management and planning.
- An advanced degree or equivalent experience in fine arts, arts administration, curatorial studies, art history, or visual culture.
- Exemplary knowledge of contemporary art practices and an understanding of the philosophy of artist-run culture in Canada.
- Knowledge of First Nations arts programming.
- Demonstrated leadership experience and the ability to manage a team of three to five staff members.
- Demonstrated successful budgetary and financial experience within a cultural institution in the nonprofit sector.
- Excellent verbal skills and written communication skills.
- Proven track record of successful fund development including grant writing.
- Excellent interpersonal skills and proven ability to work with individual and groups in decision making.
- Strong commitment to the support of both emerging and established cultural practitioners, (artists, musicians, curators, administrative staff and volunteers).
- Ability to work flexible hours including weekends, evenings and holidays when necessary.



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- Proficiency in a breadth of computer programs.
- Knowledge and understanding of the role of digital platforms, social media and web development for contemporary cultural institutions.

APPLICATION PROCEDURE

Applications should include the following:

1. Cover letter describing your qualifications and interest in the position
2. CV
3. The names and contact details of three references. References will only be contacted if the candidate is shortlisted.

Please submit applications in a single PDF by e-mail to:

chair@openspace.ca

Attention: HR Committee

All questions can be directed to the e-mail above.

Open Space encourages applications from women, visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of Open Space Arts Society. All qualified applicants are encouraged to apply.

Open Space respectfully acknowledges that we are located on unceded First Nations territory. The City of Victoria and the surrounding areas lie on the territories of the Lekwungen and Coast Salish peoples including Esquimalt, Songhees, and WSÁNEC First Nations.