



## Executive Director Job Profile

### Role Overview

New Works is a long-standing, Vancouver-based artist support and presentation organization dedicated to developing communities through art engagement. With a vision to be a model for supporting equity-seeking artists and a hub for artistic excellence, New Works mission is to support dance artists, cultivate audiences, and provide and promote diverse and accessible performance experiences. Our vision, mission, values, and working mandate are available at <https://www.newworks.ca/>.

The Executive Director (ED) is a strategic thinker who develops and implements New Works' mission and strategic plan. With a current sustained operating budget of \$500,000+, the ED is accountable to a volunteer Board of Directors, and responsible for managing operations, human resources, finance and budgeting, stakeholder relations, and fundraising.

Joining an innovative and creative team, including 2 full-time and 1 part-time staff in addition to several contractors, the ED will give leadership to New Works' efforts to remove systemic barriers positioned against equity seeking practices and practitioners, including Indigenous artists.

### Is this the right fit for you?

New Works' ED is a self-starter with extraordinary interpersonal skills who can prioritize and delegate tasks to deliver desired outcomes in a timely manner. The ED strives to create and lead a vibrant team environment with staff, clients, the Board, and other stakeholders to achieve organizational objectives. The ED is optimistic and versatile in a position that requires frequent change and flexibility, while bringing a practical, results-oriented approach. Lastly, the ED enjoys frequent interaction with others, and values intellectual growth opportunities and creative self-expression.

### RESPONSIBILITIES:

#### *Management & Governance*

- Work in partnership with the Board of Directors in setting organizational vision, developing and tracking a strategic plan, and maintaining best practices in governance.
- With the New Works' team, develop current and new programming, bringing a strong EDI lens to programming as well as to internal management and operations.

- Support effective client engagement, through guidance, oversight and work direction for New Works' staff and contracted professionals.
- Lead the process for office reopening and establishing a relevant hybrid work-model.

#### *Financial Management & Fundraising*

- Develop an annual operating plan and budget for Board approval that includes all operations and revenue generating activities, and implement that plan while controlling cash flow and expenditures.
- With support from the bookkeeper, prepare and present quarterly financial reports to the Board.
- Implement, oversee, and monitor the organization's fundraising programs.
- Lead staff and Board in development activities, including managing development staff in preparation of all funding proposals and reports; maintain strong relationships with the funding community.

#### *Marketing & Communications and Public Relations*

- Work with marketing personnel to develop marketing and public relations programs for both clients and New Works to enhance visibility and reputation.
- Develop and maintain good relations with clients, venues, strategic partners, other dance organizations, public agencies, and the media.
- Serve as primary spokesperson and represent the organization to funders, sponsors, and the general public.

### **EXPERIENCE:**

#### *Required Experience*

- 3 - 5yrs in senior management level experience including leading and managing staff and stakeholders, working with a Board of Directors, project and/or event management, grant writing, reporting, and funder/donor stewardship, as well as experience with arts sector local, provincial, and federal funding bodies.
- Lived experience and/or significant training in equity, diversity, and inclusion principles and practices.
- Direct experience programming culture-specific work and collaborating with members of different cultural communities.
- Demonstrated application of program oversight and design through an equity and inclusion lens.
- Experience in financial reporting including preparing operating budgets over \$250k and presenting budget to actual reports and analysis to the Board.
- 3yrs minimum experience with not-for-profit organizations, CRA and/or BC Society regulations.
- Confident public speaker with ability to communicate professionally with a variety of stakeholders. Experience presenting events to the public and marketing to diverse audiences.

- Comfort and familiarity with MS Office Suite, Google Docs, and marketing and customer management systems.

#### *Preferred Experience*

- Knowledge of the performing arts community in Vancouver and nationally.
- Knowledge of or keen interest in dance and the Vancouver dance scene or closely related art forms.
- Experience providing career development and/or mentorship, ideally with emerging and established artists.

#### **WORK CONDITIONS:**

\$60,000-67,000 annually (commensurate with experience). Benefits include: health & dental package, paid by New Works, 3 weeks paid vacation annually in addition to annual holiday office closure for 1.5-2 weeks at year's end, paid sick and flex leave, and a professional development budget.

This is a hybrid position, and some regular office hours will be required along with the flexibility to work from home part of each week. The ED will lead in establishing a healthy hybrid of on-site and remote work for the entire team.

The ED is expected to spend some time outside of regular business hours attending local and national events related to the dance milieu.

This is a full-time permanent position and is exempt from overtime pay. However, when organizational operations allow, time off in lieu can be taken for overtime worked.

#### **EMPLOYMENT EQUITY:**

New Works is actively committed to creating a diverse and inclusive workplace. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from qualified members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including but not limited to: status as a First Nation, Metis, Inuit, or Indigenous person, sex, sexual orientation, gender identity or expression, racialization, disability, neurodiversity, political belief, religion, marital or family status, or age.

#### **APPLICATIONS:**

Please send cover letter and resume to: [board@newworks.ca](mailto:board@newworks.ca). Interviews will begin on a rolling basis as early as the first week of January and will continue until the successful candidate is identified. Ideal start-date for the successful candidates is Feb 2022.

We appreciate the time and effort all candidates place in applying for this position, however, only those selected for an interview will be contacted.