



EXECUTIVE DIRECTOR POSITION DESCRIPTION

THE POSITION

The Executive Director is accountable for the development and implementation of strategies that enable the Canadian Clay & Glass Gallery to fulfil its vision, mission and goals, for effective operation of the Gallery and care of its collection, and for adherence to Board policy and strategic direction.

CANDIDATE QUALIFICATIONS

The Canadian Clay & Glass Gallery is looking for an inspired and inspiring Executive Director, to take it to the next level of national and international visibility. The ability to make art relevant to today's diverse audiences and contemporary society is required.

The ideal candidate is a person who can share the Gallery's vision and create a path forward to achieving that vision. The Gallery developed a high-level Strategic Plan in 2017, and the Executive Director will develop and implement plans and objectives consistent with the tenets of the Strategic Plan.

Outstanding leadership and advocacy skills are required to represent the Gallery as its public face to diverse audiences: artists; funders; gallery attendees; municipal, provincial, national and international bodies and funders; and the general public. The ability to be passionate about the Gallery, and communicate that passion, is a given.

The Executive Director must have excellent communications skills; be able to connect with people at every level; and be able to communicate the Gallery's vision and importance in a way that builds excitement, support and action.

The Executive Director will have proven fund-raising skills, be comfortable with appealing to potential donors and funders, be innovative in fund-raising initiatives and be successful in bringing funds to the Gallery.

The Executive Director will have previous experience in successfully using digital technology to connect with more and diverse audiences. A creative and innovative thinker, he or she will have new ideas and build new initiatives to make the Gallery relevant to contemporary society, connect more deeply with the public and gain more audiences, both inside and outside the Gallery.

The successful candidate must have the ability to lead and mentor a dedicated staff of seven full-time and several part-time people. Strong organizational and management skills are required to manage all administrative, human resource and financial functions of the Gallery.

REPORTING

The Executive Director reports to the Board of Directors through the Chair of the Board. The Executive Director will work closely with the Board and attend all Board and Finance, Development, Nominating, and Collections & Acquisition Committee meetings. The Executive Director will inform the Board on a timely basis of significant internal and external issues affecting the development and delivery of programs and services.

KEY PRIORITIES FOR THE EXECUTIVE DIRECTOR

The Executive Director will focus on the following key priorities:

Implementing the Gallery Strategic Plan

- champion and be guided by the high-level Gallery strategic plan developed in October 2017
- develop detailed programs and initiatives to implement the strategic plan, based on previous experience and discussions with Board, staff, attendees, supporters and funders
- incorporate strategic plan initiatives into staff objectives to move the Plan forward
- regularly update the Board on the Gallery's progress in relation to the strategic plan

Raising the profile of the Canadian Clay & Glass Gallery

- tell the Canadian Clay & Glass Gallery story in a passionate and enthusiastic way that connects with artists, the public, staff, supporters, donors and institutional funders
- promote our story and reinforce the importance of the Gallery
- be the spokesperson for the Gallery
- describe the Gallery's new and ongoing programs and initiatives in a compelling way

Developing an overarching artistic and curatorial vision for the Gallery

- have experience and understanding of the importance of a compelling artistic and curatorial vision to a Gallery's long-term vision and success
- work with the Gallery Curator to ensure the Gallery's artistic and curatorial vision is embodied in future exhibits, programming, new initiatives etc.
- articulate the Gallery's artistic and curatorial vision widely in the community and to the Gallery's diverse audiences
- develop innovative ways to ensure the Gallery's artistic and curatorial vision connects with more people and more, diverse contemporary audiences

Increasing revenue generation for the Gallery

- work with the Development Staff and the Board of Directors to nurture relationships with new corporate and private donors that result in greater, higher level donations
- maintain and strengthen current relationships; initiate programming and ideas that result in higher levels of giving from current donors to the Gallery
- strengthen relationships with arts funding bodies to gain increased funding for the Gallery
- work with the Retail Manager to increase sales in the Gallery Shop
- work with Department managers to increase revenue through facility rentals and education programs

Leading and supporting Gallery connections with more diverse audiences

- lead and support Gallery outreach to:
 - younger audiences
 - diverse audiences, representative of all people in our community
 - local entrepreneurial and tech community audiences
 - local, national and international audiences
- increase numbers of people from audiences above who attend, engage with and actively support the Gallery (including financial support)

Communicating the Gallery's mandate and advocating for the Gallery

- communicate the Gallery's mandate to local, regional, provincial, national and international communities
- represent the Gallery in professional arts organizations so the Gallery's mandate and importance is more widely known in national professional circles
- promote the reputation of the Gallery

Providing leadership and mentorship to enhance staff capabilities

- meet with direct reports regularly to provide input and feedback to support them in their roles
- be a mentor and provide mentorship opportunities for key staff members
- provide educational and professional development opportunities for staff
- set staff performance goals that are in line with the Gallery's needs and strategic plan
- be open to staff suggestions that will increase the Gallery capabilities or move the strategic plan forward

Implementing a digital strategy for the Gallery that:

- engages with more people
- increases accessibility for more people and more diverse audiences
- increases understanding of ceramic and glass art
- extends the experience of Gallery exhibitions in new and creative ways
- invites feedback and interaction between the gallery and its audiences
- signals the Gallery is open to new ways of doing things and new ways of connecting with the broader community

REQUIREMENTS

- 5-10 years experience as a senior manager in a visualarts institution
- advanced degree in arts/arts administration or equivalent education or experience
- in-depth knowledge of contemporary Canadian and international art
- in-depth knowledge of best practices for Gallery management
- strong leadership and mentorship skills and the ability to lead a team
- the ability to forge innovative collaborations with other galleries and community partners
- creativity and ability to develop programming to reach a wider, more diverse audience and engage with them in a meaningful way
- demonstrated experience in securing major gifts and stewarding donor relationships
- an optimistic problem-solver
- Microsoft Office capability