

Executive Director: - Part-time / Full-time

Are you:

- Passionate about non-profit, public access to the arts ?
- Wish to play a key role in our community?

Lead the team:

- Manage our multiple, well established cash-flows
- Expand our already qualified public/private community support relationships

Apr 2023:

Our founder, Eric Covington is semi-retiring (again).

Eric plans to spend more time with family and experimenting with the medium of glass.

In order to ensure the sustainability of Priest's Mill Arts Centre (education and gallery) we need to find someone to take up the mantle of the arts development project.

Please contact us directly:

hr@priestsmill.com or (613) 703-9430

Facebook: <https://www.facebook.com/PriestsMillArtsCentre/>

Web: <https://priestsmill.com/>



Details:

Priest's Mill Arts Centre Inc. is seeking an **Executive Director** to replace our

currently semi-retired executive and enhance our well established non-profit, community arts centre.

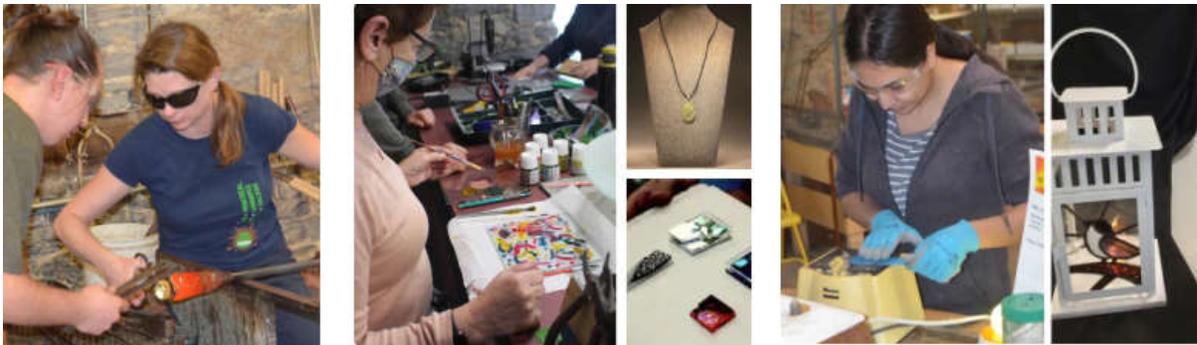
Compensation commensurate with performance and experience

Who We Are:

Priest's Mill Arts Centre was founded in 2016 as a non-profit visual arts centre and glass arts facility.

Our prime mandate is to build a visual arts centre with an initial focus of providing glass arts experiences to tourists and the local community. We hope in the future to expand our glass arts experiences into the other visual arts.

Our secondary mandate is to support regional artists of all stripes by providing a consignment sales venue and event space.



Who You Are:

You are passionate about leadership in arts promotion and you seek out any chance to inspire and motivate your team. You have expertise managing artists and understand the nonprofit sector. You are excited to create a respectful, inclusive and supportive space where all artists can explore their medium.

The ideal candidate will have experience leading a team and managing the daily operation of the business.

Key Duties

- Leadership and management of the organization according to the values and strategic direction set by the Board of Directors
- Supporting and supervising the PMAC's staff to deliver on their priorities and goals. Including: Staff development, coaching and performance management.
- Working closely with staff on decision-making and day-to-day operations while fostering a positive working environment through open communications.
- Advocating for PMAC by; Leading community outreach efforts including collaborative relationships, funding and grant applications. Broadening the

- awareness of PMAC within the arts and small business communities.
- Managing educational programming including negotiating and planning with visiting artists. This includes working on curriculum development and with the Studio Technician to ensure students and teachers are supported.
 - Acting as the main point of contact with the Board of Directors to ensure clear and timely communications.
 - Maintaining and developing digital and social communication.

Qualifications

- Management and leadership experience with good communications skills
- Experience working in the non-profit sector
- Expertise in Human Resources, Finance, Project Management and / or Marketing
- Business administration and technologically savvy with a customer service focus.
- Policy governance experience working with/or on a Board of Directors
- Leadership in planning, coordinating, and implementing events or festivals
- Accounting knowledge and comfort working with budgets, payroll, revenue and forecasting

Working Environment

The Executive Director will work in the Arts Centre at 16 Mill Square, Alexandria, Ontario or as circumstances and desires dictate, may also work remotely. Frequent computer use is expected. Interaction with staff as well as artists is required.

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