



JOB POSTING

Executive Director at the Kootenay Gallery of Art

The Kootenay Gallery seeks an Executive Director to lead our organization. This is an exciting time for the gallery as we work with the City of Castlegar to envision and create our new home in downtown Castlegar to open in 2025.

Organization Description:

The Kootenay Gallery of Art, located in Castlegar, is a public art gallery that serves the entire West Kootenay Region with a variety of exhibitions and public programming for all ages and operated by a Board of Directors and staff who strive to accomplish the goals set in our mission statement.

The mission of the Kootenay Art Gallery is to promote awareness and engagement in the arts through inclusive exhibitions, programming and other services.

The Successful applicant will:

- receive an annual salary (to be confirmed)
- receive three weeks of paid vacation per annum
- receive hands-on training to prepare them in their new role
- be willing to work flexible hours to meet the needs of the organization (evenings and weekends)

Qualities / Qualifications / Experience

- At least 5 years of experience in administration within the not-for-profit sector preferably with a museum, arts and/or culture related organization; or equivalent combination of education and experience
- At least 5 years of experience in a supervisory capacity and experienced in human resources management

- Competence in financial management and budget processes
- Experience with grant writing
- Experience in working directly for a volunteer Board of Directors and enthusiasm to work within this organization's vision, values and policies
- Passion for and knowledge of contemporary art and culture
- Proven qualities of team leadership, marketing and communications, fund-raising
- Energetic, an innovative thinker with proven ability to develop and initiate new projects / programs and work under pressure
- Excellent interpersonal, written and verbal communications / presentation and organizational skills; ability to multi-task and manage multiple projects within varying deadlines

This posting along with a detailed job description can be found here:

<https://www.kootenaygallery.com/career-opportunity/>

Please send your covering letter and resumé to the Hiring Committee at:

kootenaygallery@telus.net by January 21, 2022.