



## **EXCITING EMPLOYMENT OPPORTUNITY IN CANADA'S NORTH!**

The Open Sky Creative Society (OSCS) is an artist-run centre which hosts the annual multidisciplinary Open Sky Festival & operates the OSC Gallery in Fort Simpson, NT. We invite qualified applicants to apply to the position of Executive Director.

**Closing Date:** January 30<sup>th</sup>, 2011

**Expected start date:** ASAP

**Wage:** \$25.00/hr

**Hours:** 25 – 40 hrs/week

This position is dependent on the availability of funding levels therefore hours and terms of contract are somewhat variable.

### Responsibilities:

- Implement the OSCS's programming and administrative operations in consultation with the Board of Directors.
- Research, write and submit operating, project and special grants.
- Research and identify new funding opportunities
- Liaise with funders and prepare project final reports.
- Participate in the curatorial process for the OSC Gallery
- Work with independent contractors where necessary to meet the society's needs (ie. Website development, accounting, graphic design, festival contractors, etc)
- Perform general administrative management activities including correspondence with press, artists, applicants, OSCS members and partner organizations in the Dehcho Region & beyond.
- Coordinate the annual Open Sky Festival
- Research and formulate community outreach strategies. Coordinate performance coffee houses, seasonal workshops & special events.
- Manage & schedule volunteers
- Develop and revise ongoing biannual budget projections & maintain accurate financial records.
- Assist in the development and implementation of fundraising strategies and events
- Network and liaise with advocacy groups & networks locally, provincially, and nationally
- Maintain a clean, well organized, safe working environment

### Preferred Qualifications:

- Self-motivated and able to work independently.
- Excellent written and oral communication skills
- Previous administrative experience
- Knowledge & sensitivity of Aboriginal cultural practices (Dene & Metis of the Dehcho)
- Confidence in the handling of artworks and installation of exhibitions
- Effective interpersonal skills and the ability to work in partnership with the OSCS Board, committees, artists, volunteers, partner organizations & community members

- A strong working knowledge of PC computer applications (word, excel spreadsheets, adobe InDesign).
- Ability to work comfortably with A/V Technology

Additional Assets:

- A certificate in arts administration or a post-secondary degree in business admin/visual arts/visual studies/museum studies and/or demonstrated experience in artist-run centres, not-for-profit organizations, public/private galleries or museums or equivalent combination of education and experience.
- Proven experience working with budgets, researching and writing government & foundation grants
- Previous management experience
- Fundraising and Public Relations experience
- Experience working for the non-profit sector
- Experience working with indigenous cultures

Application must include:

- 1) A cover letter outlining your experience and interest and relevant skills as they relate to an artist run centre and your views and previous experience regarding volunteerism
- 2) A current CV
- 3) Names of three references with contact information

Submissions via email with "OSCS Executive Director" in the subject line should be delivered to: [open\\_sky\\_society@yahoo.ca](mailto:open_sky_society@yahoo.ca)

We will review all applications, but only those candidates selected for an interview will be contacted. Potential candidates will be contacted after the Christmas break.

**Open Sky Creative Society**

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<http://www.openskyfestival.ca>