



Victoria Event Centre

Job Posting | Executive Director 1415 Broad St, Victoria, BC, V8W 2B2

Website: www.victoriaeventcentre.ca
Job Title: Executive Director
Application Deadline: Until filled

The Organization

The Victoria Multicultural Society operates the Victoria Event Centre (VEC), located in downtown Victoria, Lkwungen Territory. Opening its doors in 2003, the VEC is a favourite venue for artists and local community organizers. Appreciated by producers and organizers for its versatility and affordability, the VEC has been home to countless shows that have brought music, comedy, theater, burlesque, cultural performance and activism.

We are seeking an Executive Director who has the drive, values and creativity to help lead our dedicated team and help continue to grow the VEC into the inclusive, artist run venue of choice in Victoria.

Mission

To produce arts and cultural events, and work in partnership with local arts and cultural groups and individuals to experiment with and develop and present new events/shows/opportunities. To provide an affordable, flexible, accommodating multi-purpose venue for arts and entertainment groups, cultural organizations and non-profit communities to hold their shows/performances, fundraisers, cultural and community celebrations.

Values

- Community-building
- Supportive of local arts and culture
- Inclusiveness
- Diversity
- Integrity
- Collaboration
- Innovation
- Empowerment
- Professionalism & Excellent Customer Service
- Freedom of Artistic/Creative Expression

Key Responsibilities

1. Organization Operations & Management

- a. Direct and oversee all programs and facilities; ensure that programming and reporting objectives are met and delivered.
- b. Work collaboratively with the Board of Directors and staff to uplift and evolve the mandate and strategic plan.
- c. Be alert to potential issues and opportunities (internal or external) that may affect the organization and ensure that proactive positions or actions are taken.

2. Financial Administration

- a. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- b. Responsible for revenue generation and business development.
- c. Work with financial advisors and the Board to develop effective financial planning and oversight. Ensure sound bookkeeping and accounting procedures are followed.

3. Program Development & Event Production

- a. Present creative works in collaboration with staff, board and community members.
- b. Develop best practices for in-house productions and presentations.

4. Partner and Member Development

- a. Establish and maintain good working relationships and collaborative arrangements with community groups, funders, and other stakeholders.
- b. Engage membership and support member recruitment.

5. Board Support

- a. Report all relevant business issues and policy changes to the Board of Directors.
- b. Attend Monthly Board meetings to report on happenings at the VEC

6. Direct Grant & Fund Development

- a. Develop and maintain relationships with granting bodies, and track changes to funding opportunities (municipal, regional, provincial and federal)
- b. Responsible for grant writing
- c. Report on and fulfill all grant criteria

7. Human Resource Management

- a. Ultimately responsible for overall staff hiring, scheduling, development, supervision and support
- b. Develop and ensure a healthy, safe and inclusive work environment, including the development of a staff benefits plan.
- c. Ensure appropriate onboarding, supervision and evaluation of all staff and contractors

8. Communication

- a. Oversee communication materials and strategy to ensure a visible and positive public image.
- b. Manage public relations and media strategy. Oversee social media activity.
- c. Engage in communication with stakeholders to 1. keep them informed of the work of the organization, and; 2. to identify needs and opportunities in the community served by the organization

9. Reporting Structure

- a. Reports to: Board of Directors and Membership
- b. Directly Supervises: general manager and operations manager. Oversees all staff, contractors (security, production technicians, trades people).

- c. Liaises with: financial support & HR personnel, facility renters & event producers, artists & performers, community, political & business stakeholders.

Qualifications

1. Professional arts administrator with minimum two-years experience in management and leadership roles.
2. Must love the arts, and believe in the value of the arts for community resilience and social change.
3. Proven track record of: arts programming, human resources, management and fiscal responsibility.
4. Passionate about the relationship between a space and its community, and of building an active participation that reflects the diversity for the community.
5. Possesses a thorough understanding of and commitment to the values of a culturally based non-profit society.

Remuneration & Work conditions

- Annual salary starting at \$55,000 and to be negotiated based on experience and proven track record.
- Three weeks paid vacation per year.
- Some remote possibilities (and requirements to be in the physical space)

How to apply

All interested applicants should forward a resume and a cover letter to:
kurt@victoriaeventcentre.ca. Please submit all applications in a pdf format.

We welcome and value the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourage everyone to apply.

Thank you kindly for your application and your interest in this position. We look forward to hearing from you!