

ARTEXTE

Job Description

Job Title: General Director

1. MANDATE OF THE ORGANIZATION

Artex te is a library and exhibition centre for contemporary art, with a unique collection (print and digital) of over 30,000 publications covering various aspects of the visual arts. The centre's mission is to curate art documentation, support research in the collection both on-site and online, present exhibitions, new works and public events, and publish critical texts and artists' books.

The organization's activities are related to the permanent collection and issues of visual and print culture in contemporary art, drawing on an extensive documentary collection, quality facilities (consultation, exhibition and conference rooms), and a network of multidisciplinary partners.

2. ROLE

Reporting to the Board of Directors, the Director is responsible for the general management of Artex te, following the objectives, budgets, policies, action plan and orientations adopted by the Board of Directors. In addition, they are responsible for the development of Artex te, its outreach, relations with strategic partners and the management of organizational resources.

3. ACTIVITIES / RESPONSIBILITIES

3.1 SPECIFIC Responsibilities

- Coordinates the overall activities of the organization;
- Ensures the preparation and updating of the organization's institutional priorities with the Board of Directors and team members
- Manages human resources and ensures that the team is working positively to achieve institutional goals;
- Ensures that everyone has precise tasks, sufficient delegated authority and accountability, all in a context of respect for people and applicable laws, regulations and policies;
- Prepares the annual budget per institutional objectives;
- Manages all funding projects and government applications;
- Contributes to the organization's private funding through public relations and solicitation of business networks, individuals, foundations and donors, whether for annual campaigns, one-time events or benefit events;

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- Manages financial resources with the support of the administrative assistant;
- Approves all expenditures within delegated authority and based on approved procedures;
- Prepares documentation for the preparation of financial statements in collaboration with the Administrative Assistant;
- Ensures the administrative follow-up of all established service provider and third-party contracts (insurance and other contracts);
- Manages the organization's material, physical and computer resources with the support of the administrative assistant;
- Participates in the management of the condominium of Building 2-22, including participation on the building's Board of Directors and participation in specific projects;
- Works in collaboration with the Curator, responsible for research and programming, to promote and implement the artistic vision, while respecting the organization's budget;
- Works in collaboration with the librarian, responsible for the collection, to promote the implement the vision for collection development and conservation, while respecting the organization's budget;
- Actively participates in the development and outreach of the organization at the local, national and international levels;
- Develops and provides leadership and guidance in the development of institutional research and programming partnerships;
- Reports directly to the Chair of the Board of Directors and its members.

3.2 General Responsibilities

- Officially represents the organization in relationship building and public events;
- Ensures the operational and financial health of the organization;
- Encourages creativity and initiative in achieving objectives.

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3.3 Human Resources

- Organizes, coordinates and supervises all staff (librarian, curator, library technician, administrative assistant, and communications coordinator);
- Ensures the definition of tasks, hiring, evaluation and dismissal for all staff;
- Drafts and signs employment contracts for employees, consultants and contractors, as delegated and based on approved procedures;
- Designs and coordinates the implementation, supervision and monitoring of human resources management policies, procedures and practices;
- Supports the development of a healthy internal culture that retains employees and encourages their professional development;
- Delegates decision-making authority to those in a position to make decisions according to institutional priorities.

QUALIFICATIONS

- University education in information science, library science, art history, or management of cultural organizations;
- At least five years of professional experience in the cultural milieu, demonstrating the ability to assume responsibility in managing financial, human and material resources;
- Experience in generating independent income;
- Knowledge of digital issues affecting the art documentation community;
- Knowledge of the Canadian contemporary art scene;
- Experience in applying progressive management methods;
- Experience in building community partnerships;
- Familiarity with publishing processes;
- Leadership, initiative and creativity;
- Strong communication, networking and teamwork skills;
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- Fluency in spoken and written French and English;

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- Office computer skills;
- Experience in advanced research and publication of knowledge in fields relevant to the position is an asset;
- Possessing a national peer network within art-related documentary collections is an asset.

CONDITIONS

- Permanent position at 28 hours per week;
- Hourly rate is between \$33 and \$35 per hour, depending on experience.
- The regular schedule is Monday through Friday, but occasionally requires attendance at one-time events in the evening and on weekends to ensure representation of the organization;
- Research and networking travel opportunities;
- Start date: August 29, 2022.

TO APPLY

Deadline: July 20, 2022

Send a resume and cover letter in PDF format to embauche@artexte.ca

Only selected candidates will be contacted.