

# LEIGHTON ART CENTRE

## **Leighton Art Centre Seeking our Next Executive Director**

After nine years of bringing her talents and vision to the Leighton Art Centre, our Executive Director is on to her next opportunity, and we are looking for her successor. Are you a passionate and creative leader with an ability to bring out the best in your team while you build relationships in community? If you are keen to lead a strong Albertan arts, education, and historical organization, and to oversee major site development and facility renewal we want to hear from you.

### **About the Organization**

The Leighton Art Centre features the historic home of renowned artist and architect, A.C. Leighton and his artist wife Barbara. The Leighton Art Centre exists to keep the legacy of the Leightons alive by offering a space to explore, appreciate, and create.

**Value:** Respecting A.C. and Barbara Leighton's legacy, we value creativity, relationships, and the aesthetic experience.

**Vision:** Enriching lives and connections to each other, the Leighton Art Centre connects you to art, history, and landscape.

**Mission:** As a vibrant and open space for creativity, the Leighton Art Centre provides you with the inspiration to explore, appreciate and create.

The Leighton Art Centre is a non-profit, rural art centre located 15 km south of Calgary and set in 80 acres of beautiful foothills landscape. Managed from an historic home with a schoolhouse and several art studios, we are a vibrant and open place for creativity. Through our collection of art and artifacts related to our founders, artists A.C. and Barbara Leighton, we enrich the lives of our visitors with exhibitions, programs and workshops that uphold their legacy. We provide spaces for our artist members to sell and exhibit their work, offer unique children's art classes year-round, and maintain the historic site.

Reporting to the Chair of the Board, through the Board of Directors, the Executive Director is accountable for offering creative and sustainable programs and events, the establishment of a long-range strategy, and the fulfillment of short-term objectives. This includes following established operating plans, procedures and policies. The Executive Director must model, embrace, and uphold the Centre's mission, vision and values.

### **Major Accountabilities:**

#### **Team Management:**

The Executive Director supervises and collaborates with a seasoned, talented staff to ensure the optimal delivery of our core education programs, exhibitions and events in a positive work environment. The Executive Director will:

- Be responsible for staff coaching, development and career mentorship; and when required, the recruitment and training of new staff;
- Ensure staff understand and uphold organizational policies and procedures as approved by the Board of Directors;
- Establish clear, realistic and measurable goals with each staff member;
- Evaluate staff and address concerns that may arise, and;
- Ensure staff are appropriately compensated within the constraints of the budget.

### **Reporting to the Board of Directors**

The Executive Director reports to the Board and is the first line of contact between the Board and the staff, members, program participants and all stakeholders, and will:

- Provide scheduled reports to the Board based on the Governance Monitoring Policies set out by the Board of Directors;
- Keep the Board informed on a timely basis of significant issues affecting the development and delivery of programs and services;
- Act as a Board resource so policy decisions are made on an informed basis;
- Provide guidance and advice to Board on process issues
- Provide the Board with regular reports on the Centre's finances and operations.

### **Budgeting, Finances and Fund Development**

The Executive Director is responsible for the smooth operations of the Leighton Art Centre's finances and will:

- Manage and adhere to operating budgets as approved by the Board of Directors, ensuring consistency with operating plans and budgets;
- Ensure appropriate financial, reporting and communication structures are in place in order to allow staff to work efficiently and effectively;
- Maintain positive relationships with all funders;
- Guide and provide oversight for the Centre's fundraising initiatives;
- Identify, cultivate, ask and steward new and current funding opportunities;
- Work closely and collaboratively with the Committees of the Board; and
- Oversee the annual audit.

### **Centre Operations and Program Delivery**

The Executive Director is responsible for the management of the day to day operations and core programs, and will:

- Continue the exploration and the oversight of the development plans for the upgrading and replacement of buildings on site;
- Ensure the Centre's premises are well maintained, orderly and presentable at all times and that the physical building and grounds undergo regular maintenance;
- Foster the organizational culture which is focused on the development, implementation, and delivery of dynamic and innovative programs;
- Monitor education and arts community needs on an ongoing basis, and be aware of changing context within which programs and services are provided;
- Align programs and services to evaluated community needs;
- Monitor programs and services to ensure consistency with criteria established by government funding sources and the mission and vision of the organization; and
- Obtain statistical and qualitative feedback about program and service delivery.

### **Establish, Maintain, and Advance Community Relations**

The Executive Director is the main public interface between the Leighton Art Centre and the legacy established by A.C. and Barbara Leighton and set out in our Vision, Mission and Values Statements, and will:

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- Initiate and develop positive, cooperative relationships with a broad range of community sectors including: levels of government, other non-profit organizations, and the art community and business organizations;
- Enhance the visibility, and advocate on behalf of the organization; and
- Engage with appropriate committees, networks and joint projects.

## **Leighton Art Centre Executive Director Attributes**

- A keen understanding and appreciation of the uniqueness of the Leighton Art Centre and a desire to realize its incredible potential;
- Energy, enthusiasm and leadership, a mentor and motivator;
- Experience in managing an art gallery, museum and/or historic house;
- Experience with art gallery and/or museum standards and practice, programming, exhibitions, events and education;
- Strategic, performance goal setting abilities, ensuring successful results;
- A clear understanding of managing a rural art centre in a rural community;
- Superior event planning skills pertinent to an outdoor, rural setting;
- Experience working with school-aged children, groups and seniors;
- Excellent IT and computer skills and the ability to continue to work during unforeseen disruption of these resources;
- Strong understanding of governance;
- Excellent communication and people skills;
- Experience in non-profit management; and
- Active knowledge of the visual arts sector in Alberta.

**Competition for the position of Executive Director will remain open until a successful candidate is found. We thank all applicants for their interest; however, only candidates granted interviews will be contacted.**

**Interested candidates should submit a cover letter and resume, complete with references to: [melissa.e.cole@gmail.com](mailto:melissa.e.cole@gmail.com).**