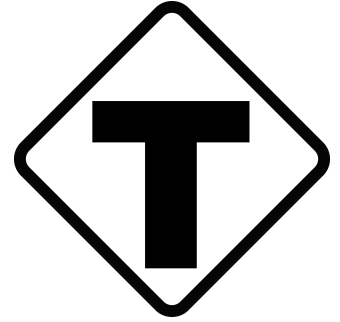


TRUCK CONTEMPORARY ART CALL FOR APPLICATIONS / Operations Director



Hours: 35 hours per week

Salary: \$50,960.00 per year

Benefits:

- Health benefits package available after 3 months
- 4 weeks paid vacation
- Consideration for artistic development/leave when possible

Location: Mohkinstsis/Calgary, AB

Start Date: September 3, 2024

Apply by: July 12, 2024

CALL/

The Operations Director (OD) will work closely with the Artistic Director (AD) and TRUCK's Board of Directors (BoD), focusing primarily on developing and maintaining TRUCK's administrative and financial infrastructures. The ideal candidate is curious and passionate about community-building and creating more accessible modes of engagement with contemporary art and related practices, and is looking to stay in the role long-term. The OD and AD will work together in parallel roles under a non-hierarchical organizational structure.

This role is designed to be 5 days/35 hours per week and should be primarily performed on-site, though some flexibility to work from home can be discussed (with consideration of activities that occur outside of gallery hours including board and committee meetings, exhibition installation, receptions and events, fulfilling grant deadlines, etc).

DETAILED RESPONSIBILITIES/

The Operations Director will work primarily within the following broad areas:

ADMINISTRATIVE/

- Provide day-to-day administrative management, including document and records management, inventory maintenance, and correspondence with stakeholders;
- Develop and manage donor, membership, and volunteer databases;

- Advise and support the activities of the BoD, providing monthly reports and by participating in committees;
- Collaborate with the AD on grant writing and reporting;
- Maintain a clean, well-organized, and safe working environment and facilities.

FINANCIAL MANAGEMENT/

- Develop and maintain annual budgets alongside the AD, with support of the treasurer and/or bookkeeper;
- Maintain financial records, process payments, deposits, payroll, lead annual audit, and attend to charitable and societal reporting and requirements;
- Prepare quarterly and year-end financial reports;
- Research and identify new funding opportunities and fundraising capacities;
- Advocate to the public, other arts and cultural organizations, and all funding agencies locally, nationally, and internationally;
- Work with staff and BoD to deliver innovative fundraising initiatives.

LEADERSHIP/

- Work collaboratively with the AD on TRUCK's overall strategic direction;
- Be an advocate for contemporary art in Calgary, responding to the interests of local and regional arts communities, facilitating partnerships, and engaging with other community-based activities;
- Demonstrate a strong commitment to lateral, non-hierarchical, and collaborative leadership;
- Engage in and lead discussions and programming in support of equity, anti-oppression, and inclusivity in our region;
- Participate in the hiring process and provide training, and mentorship for new staff members and interns.

COMMUNITY & PUBLIC RELATIONS/

- Engage intentionally with communities & support outreach activities;
- Work with the AD on the creation and distribution of marketing materials;
- Collaborate with staff and BoD to monitor membership and recruit, manage, and schedule volunteers;
- Liaise with and actively participate in local, national, and international artistic communities.

MISC/

- Support program facilitation and exhibition installs as necessary;
- Assist the AD in the development of diverse programming, in collaboration with the Programming Committee;
- Other duties assigned as needed.

QUALIFICATIONS/

Applicants may have some, many, or all of the following requirements:

- A minimum of two years experience (or equivalent) working in a not-for-profit organization (NPO), an artist-run space, a public art gallery, or a cultural institution;
- An undergraduate degree or diploma with experience in NPO administration;

- An interest in contemporary art, artist-run culture, curatorial studies, art history, or visual culture;
- A record of successful fund development, including grant writing;
- Experience managing staff, interns, and volunteers, and working with a BoD;
- An exemplary commitment to community-building, inclusivity, equity, accessibility, and anti-racism;
- A record of successful budgetary and financial experience within a cultural institution in the NPO sector;
- Excellent verbal skills, written communication skills, and commitment to working collaboratively within groups/committees;
- Strong attention to detail, ability to anticipate and plan, adaptability, and reliability;
- Ability to work flexible hours including weekends and evenings when necessary;
- Proficiency in computer programs and applications such as Quickbooks Online, GSuite, etc.
- A class 5 driver's license is considered an asset

APPLY/

Step 1: Application

Apply by sending the following documents to **board@truck.ca** by **July 12, 2024**:

- Your CV or resume
- A cover letter to introduce yourself, your qualifications, and your interest in the position (500 words or less)
- A writing sample from a previous grant application (or similar)

Step 2: First Interview

Selected applicants will be emailed to set a date to meet with the hiring committee. Interview questions and procedures will be emailed to candidates prior to the interview.

Step 3: Second Interview

Selected applicants will meet with the Artistic Director for a casual conversation on what the role may look like and which aspects they are most interested in.

After the second interview, the hiring committee will reach out to the chosen candidate with a job offer for the role of Operations Director.

EQUITY & ACCESS/

TRUCK is committed to inclusivity in employment and acknowledges systemic inequities create barriers to employment and other opportunities. We strongly encourage applications from equity-seeking groups, including those are Indigenous, Black, People of Colour, Gender Diverse, LGBTQ, Two-Spirit, Persons with Disabilities, and others with the lived experiences, skills, and knowledge to engage equity-seeking communities.

We are committed to accommodating applicants with barriers to the recruitment process outlined above. Please be in touch if you require accommodation in respect to the materials or procedures used at any time during this process, and we will work with you to determine how to best meet your needs. You may reach us at board@truck.ca.