



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

Interim Executive Director Position

Employment Type: Full-time, term position

Dates: November 2024 to April 2025

Salary Range: \$70,000 to \$75,000 per year

Hours: Typically, Monday to Friday, 9 AM to 5 PM, with occasional evenings and weekends. This role requires flexibility, including being on call for urgent matters during non-business hours.

Leighton Art Centre, a cherished not-for-profit organization located in Alberta's picturesque foothills, seeks an experienced leader to guide our team as Interim Executive Director. We foster creativity and inspire connections between art and nature, offering exhibitions, educational programs, and community events that enrich the cultural landscape.

This is an ideal opportunity for a seasoned executive with a track record of providing leadership and strategic insight during organizational transitions. If you are looking for a short-term engagement where you can make an impact, this role offers the perfect blend of executive leadership and hands-on management in a dynamic, mission-driven environment.

The Role:

As Interim Executive Director, you will provide strategic oversight and operational leadership during a pivotal time for Leighton Art Centre. You will collaborate closely with the Board of Directors to steer the organization while a permanent Executive Director is being recruited and the development of a strategic plan is finalized. Your expertise will ensure that our programs continue to thrive, our relationships with stakeholders remain strong, and our organization operates efficiently.

Key Responsibilities:

Strategic Leadership

- Partner with the Board of Directors to maintain organizational stability and progress on key initiatives.
- Oversee the implementation of innovative exhibitions, educational programs, and community partnerships that align with Leighton Art Centre's mission.
- Serve as a key ambassador, strengthening relationships with donors, sponsors, and arts sector leaders.

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 inspires us to explore, appreciate and create.

Operational Leadership

- Ensure smooth daily operations across all departments, from finance to programming.
- Mentor and manage a small committed staff, fostering a collaborative and positive work environment.
- Oversee budgeting, financial health, and fundraising efforts, including grant applications and donor relations.
- Preserve the centre's 80-acre historic property, ensuring that facilities and grounds are well-maintained.
- Lead marketing and communications strategies, enhancing the centre's visibility and engagement with its audience.

Financial Stewardship

- Work with the contracted bookkeeper to maintain financial reporting and management systems.
- Monitor grant funding, budgets, and fundraising campaigns to ensure fiscal responsibility.
- Lead the Centre's annual audit and ensure compliance with all reporting requirements.

Human Resource Management

- Delegate and oversee staff responsibilities, ensuring efficient program and exhibition delivery.
- Evaluate staff performance, address concerns, and facilitate a supportive work environment.
- Recruit and manage seasonal staff and contractors to support the Centre's activities.

Why You?

- You bring extensive executive leadership experience, ideally with a background in not-for-profit organizations and/or arts administration.
- You have a strategic mindset paired with a hands-on approach to management.
- You thrive in roles that require diplomacy, adaptability, and a steady hand, especially during periods of organizational transition.
- You are passionate about fostering creativity, cultural engagement, and environmental stewardship.

This position offers a chance to engage with a vibrant arts and cultural community, making a significant difference in a short period. Join us in inspiring creativity and fostering connections between people, art, and nature.

How to Apply:

Please submit your CV and a brief cover letter detailing your experience and interest in this position to secretary@leightoncentre.org. Applications will be accepted until October 11, 2024.

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