



**Students'
Association**
Alberta University
of the Arts

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Come work with us! Our campus is always evolving at the Alberta University of the Arts, and here you'll find yourself surrounded by the connoisseurs of Calgary's contemporary culture. At the AUArts Students' Association you'll be working with a group of innovative, quirky, passionate, and hard-working creatives committed to providing AUArts' student body with unique opportunities to enhance their sense of well-being, develop their professional skills, and establish a strong presence in the culture of the institution. Together, we continuously find ways to build on the strengths of our programs, boost our support services, and advocate for an exceptional student experience. Be on the pulse of Calgary's creative community and work with Alberta's up and coming cultural innovators!

Position Profile

The AUArts SA Executive Director ensures that AUArts SA programming, services, operations, governance, and advocacy initiatives are provided with the required support and resources needed to effectively accomplish the goals outlined in the strategic plan; and provides leadership that maintains the continued success and sustainable growth of the Association.

Typically, the role dedicates their efforts between the following areas of focus:

- Strategic Leadership and Governance
- Financial Planning and Management
- Human Resources Planning and Management
- Program Planning and Management
- Operational Planning and Management
- Community Relations

Core Objectives

- To provide informed leadership that will ensure the long-term sustainability of AUArts SA and its continued ability to fulfill its mandate

- To support the work of the staff, Executive Committee, and Student Leadership Council by providing guidance that is informed by best practice
- To oversee the management of all AUArts SA day-to-day operations including such areas as human resources, finance, general operations, programming and services, community relations and fundraising initiatives

General Duties

- Ensure the long-term sustainability of the organization by facilitating strategic growth
- Develop the AUArts SA team dynamic by facilitating communications and fostering positive working relationships with staff, Executive Committee, and SLC representatives
- Identify and evaluate the risks to the organization and implement measures to control identified potential and/or actual risk
- Prepare financial reports to communicate the financial standing of the Association's while ensuring assets are maintained and allocated appropriately
- Work with the Executive Committee to secure adequate funding for the operations of the organization
- Pursue and develop mutually beneficial partnerships
- Work with Executive Committee to ensure that the organizational structure continues to support the staffing requirements of the Association
- Overseeing the hiring, training, supervision, evaluation, and related management tasks for all AUArts SA employees
- Develop and coordinate training opportunities for both new and continuing staff and Executive members
- Ensure that programs and services align with Strategic Plan
- Ensure that required proposals, applications, reports and evaluation documents are accurately prepared and submitted
- Manage the day-to-day operations of the Association
- Maintain positive relations with students to ensure AUArts SA is viewed and received as an accessible resource service centre for students.

Who You Are

Here at AUArts SA we've worked hard to develop a culture we are proud to be a part of, and if you can say yes to a few of these things you might be proud to be a part of it too.

Equity & Diversity – Are you willing to consciously create room for respectful dialogue surrounding issues of equity and diversity? Pursuing a creative life takes guts! We've got a diverse, spunky, progressive, and outspoken community here at AUArts, and we are always looking for ways to self-reflect and incorporate socially just practices in our workplace.

Collaboration & Empowerment – Do you believe in bringing other people up, supporting your co-workers' success, and finding ways to work together to accomplish your goals? From start to finish we are constantly learning from each other and finding ways to practice gratitude and celebrate the victories, both big and small.

Inspiration & Innovation – Are you excited to put your ideas on the table, take the risk and try something new even if you might fail? We love a good brainstorming session and are always open to incorporating fresh ideas into our programs and services.

Qualifications:

- Previous experience or interest in non-profit organizations, artist run culture, arts education, leadership development and governance
- Previous experience or education in management, business administration, accounting, bookkeeping, leadership, strategic planning
- Strong time management and organizational skills, and the ability to manage diverse activities and deadlines, while remaining flexible to changing situations and priorities
- Experience working in a post-secondary environment with faculty, staff, and students, and/or a complex public-sector environment would be an asset
- Ability to work with minimal supervision and direction, prioritizing and self-identifying opportunities and efficiencies in task and workflow management
- Excellent leadership, communication, decision making, problem solving, conflict resolution, and planning skills
- Access to a computer and reliable internet

- Intermediate experience with Microsoft Office365 (specifically SharePoint, Outlook, OneDrive, and Teams)
- Experience with QuickBooks Online an asset
- Organized with knowledge of best practices for file management
- Strong interpersonal and communication skills
- Self-motivated with a willingness to learn and develop skills

The Details

- 0.9 FTE position with adaptable schedule and option for remote work
- Staff appreciation events
- Salary range \$57,895 – \$63,870, please note that due to budgetary restrictions, we will be unable to accommodate beyond this range at this time.
- Employer sponsored benefits coverage and professional development opportunities
- Paid vacation and flex days

Apply Now!

Please note that this is an 18-month contract, with a six-month probation period where the possibility of extension may be contingent upon consistent successful performance evaluations conducted by the Executive team.

If we've caught your eye and you'd like to apply for this position send us a resume and cover letter to help us get to know you better, and please also ensure you specify which job you're applying for and why you think you'd be a good fit for our team. Interviews are planned to be scheduled for the week of November 18-22, 2024 with a preferred start date of December 9, 2024.

Applications can be sent to: Reeny Koh at admin.sa@auarts.ca

Application Deadline is November 15, 2024 at 11:59pm

The AUArts Students' Association is an equal opportunity employer and is committed to diversity. If you require any specific accommodations to be made during the interview process, please do not hesitate to include this information when submitting your

application. We thank all candidates for their interest; however only those selected for an interview will be contacted.