



National  
accessArts  
Centre

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National des  
accèsArts



E: [info@accessarts.ca](mailto:info@accessarts.ca)

P: 403.253.3174

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## Manager, Operations + Artist Services

Full time • 1 year term (possibility of extension) • 35 hours/week • Start date: ASAP

### Who We Are

The National accessArts Centre (the NaAC) is a fun, fast-paced, and deeply mission-driven creative hub where *Artists First™* is more than a mantra – it's the foundation of everything we do. We champion artistic training, creation, exhibition, and presentation opportunities that meaningfully shift how the world sees and values artists living with disabilities. Working at the NaAC means joining dynamic, innovative, collaborative, and committed environment committed to removing barriers and amplifying artistic excellence.

### Who You Are and What You Will Do

You are an accomplished operations leader with significant shared services experience guiding complex, multi-disciplinary functions. You excel at running efficient organizations and thrive in environments that require both strategic thinking and hands-on execution. You bring sound judgment, emotional maturity, and an ability to remain steady and solutions-oriented under pressure.

Your background includes **human resources, accounting/finance oversight, facility management, compliance, and stakeholder relations**, and you are energized by building systems, structures, and teams that operate at a high standard. You pride yourself on integrity, clarity, and accountability. Your leadership style is inclusive and respectful, and you bring a strong commitment to equity, accessibility, and meaningful collaboration.

Reporting to the President & CEO, you will lead operations and artist services as we continue to advance our artists in our self-directed studios and seek to deliver outstanding opportunities.

- **Operations & Facility Management** – take the lead on all facility related matters for both Calgary and Toronto; service contract management; building integrity and safety; stakeholder relationship management. Manage after hours emergencies.
- **Artist Services** – ensure the fair and equitable practice of all NaAC services; lead the tri-annual government accreditation process; ensure the integrity of the NaAC's artist database; support the programming teams; liaise with partners at various levels of government; provide expert knowledge of all policies and ensure the required training of all personnel.
- **Finance, Accounting & Payroll** – provide high level oversight of all financial operations to ensure accuracy, timeliness, and alignment with organizational priorities. Act as controller to maintain accounting systems integrity and reporting success; chair the bi-annual Casino fundraiser. Work with our internal Finance Officer to manage grant and other required reports; support annual audit preparation, budgeting, cash flow management, and payroll.
- **Human Resources & Legal** – provide leadership across all HR requirements, including policy amendments, full-cycle recruitment, performance and corrective action, legal compliance, contract development, and organizational change; manage personnel files and engage HR/legal consultants as required.



### Experience and Skills You'll Bring

- Minimum of five years experience spanning all four areas of responsibility.
- At least three years of leadership/management experience.
- Strong team player, adaptable, creative and able to think outside the box to resolve challenges.
- Superior proficiency in Microsoft Word, Excel, Outlook, and Sharepoint.
- Experience working in a non-profit (asset)
- Exemplary verbal and written communication skills in English; attention to detail.
- Project management and/or logistics experience.
- Mature attitude; able to work autonomously in a collaborative environment; demonstrable initiative.
- Data and reporting fluency
- Experience working with individuals with developmental disabilities (asset).

### Desired Personal Traits

- Grounded, mature presence with the ability to work autonomously while contributing meaningfully to a collaborative team environment.
- Patience, empathy, and strong commitment to equity, inclusion and respectful engagement.
- Team oriented approach with strong conflict resolution skills and a commitment to addressing issues proactively and constructively.
- Strategic, curious thinker who is comfortable exploring innovative or unfamiliar options.
- Exceptionally organized, reliable, and diligent in completing assigned duties on time.
- Energetic, positive, and proactive; takes initiative without waiting for direction.

### Compensation & Working Hours

- \$68,000.00 - \$73,000/annum commensurate with experience
- Full health/dental benefits (75% paid by NaAC); TFSA/RRSP matching; HSA/WSA; paid time off
- Monday–Friday; 8am–3:30pm; occasional work from home (negotiable)
- On site parking

### Eligibility

All candidates must be legally entitled to work in Canada and Alberta indefinitely.

### Diverse & Inclusive Work Environment

The National accessArts Centre is an equal opportunity employer and prides itself on offering a sincerely diverse and inclusive workplace, free of discrimination and harassment. We invite **all** qualified and eligible persons to apply. Decisions will be based on qualifications.

### To Apply

**Please follow instructions precisely. Do NOT submit your resume through a recruitment platform.**

Submit your resume AND a cover letter as a single PDF via email to Heather Jones at [heather.jones@accessarts.ca](mailto:heather.jones@accessarts.ca) with the subject line "MOAS Application". Candidates are encouraged to apply ASAP as we will begin interviews as soon as we receive applications from qualified candidates and will hire immediately upon discovering our newest team member.



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The NaAC facility is 100% accessible. We will endeavour to offer additional reasonable accommodations to interviewees, as required, with notification provided at the time an interview is booked.

**The National accessArts Centre**

8038 Fairmount Drive SE, Calgary, Alberta T2H 0Y1

**NaAC Won Lee Community Arts Hub**

1594 Queen Street West, Toronto, Ontario M6R 1A8

**[accessarts.ca](http://accessarts.ca)**